



# WEST LIBERTY UNIVERSITY

Office of Financial Aid  
208 University Drive  
College Union Box 124  
West Liberty, WV 26074

Phone: (304) 336-8016  
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## 2023-2024 Verification Guide and Checklists

### **What is verification and who is selected?**

Once a student completes a FAFSA form, it is possible their application will be selected by the US Department of Education for a process called verification. This simply means a review process will happen in which the school requests and uses additional documentation to check the FAFSA data for accuracy. This is not uncommon and does not mean that the student did something wrong. Most of the time, students are chosen at random but may also be chosen if their FAFSA appears to have inconsistent or incomplete information or if they used estimated tax information.

### **What happens during the verification process?**

Students will receive notification they have been selected for verification from WLU's Financial Aid Office. A missing requirements letter will be mailed to the home address. Students are also able to see the required documents under the Financial Aid – Eligibility section of their WINS account. After all requested information is submitted to the Financial Aid Office, the student's file will be reviewed by comparing the 2023-2024 FAFSA with 2021 IRS data. If all data is correct, the file will be marked complete and financial aid will be awarded. If there is data that was reported incorrectly, the Financial Aid Office will make FAFSA corrections on the student's behalf. The Central Processing System (FAFSA processor) will notify the student of any changes made via the email provided on the FAFSA or by postal mail if no email address was provided. *Verification is the responsibility of the student and financial aid cannot be processed until completed. Failing to do so will result in an incomplete file, which will delay the completion of your financial aid award and may lessen your aid opportunities.*



### **How do I know what documents are needed and where can I find the forms?**

In addition to the missing requirements letter and the Financial Aid – Eligibility section of the student's WINS account, students and families can use the verification checklists below. Please note there are two separate checklists; one is designed for a dependent student and parent(s) and the other for independent students and their spouse if married. Keep in mind that for ease students and families can use the FAFSA's IRS Data Retrieval Tool (DRT) to import their tax information in place of providing their IRS Tax Return Transcript. All forms must be complete, accurate and truthful. All student forms, instructions and guides can be found on the WLU Financial Aid Office website at [westliberty.edu/financial-aid/forms-2/](https://westliberty.edu/financial-aid/forms-2/).



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The checklist below details the different items you may need to submit if selected for the verification process. With the exception of the 2023-2024 Verification Worksheet, you may not need to submit all the documentation listed below, depending on your family and financial situation. If the Financial Aid Office is missing any items or has any questions once documentation is submitted, they will contact you.

2023-2024 DEPENDENT Required Verification Documents	Student	Parent(s)
<a href="#">2023-2024 Dependent Verification Worksheet</a> – All Selected Dependent Students Must Complete		
2021 IRS Tax Return Transcript - Student and Parent(s) who are listed on FAFSA and filed but did not use the IRS DRT tool on the FAFSA. Further instructions can be found on the Verification Worksheet or online at <a href="http://westliberty.edu/financial-aid/instructions-and-guides/">westliberty.edu/financial-aid/instructions-and-guides/</a> .		
<a href="#">Dependent Non-Tax Filer Statement</a> (non-filers only):		
<u>Section I. Student Section</u> - If student will not and is not required to file a tax return and did not work, they must complete this form and return. If the student did work in 2021 but did not and is not required to file a tax return, they must complete this form and submit with all 2021 W2 forms.		
<u>Section II. Parent Section</u> - The parent(s) must complete this section if they will not and are not required to file a 2021 tax return. They must provide all applicable W2's if they worked AND a Verification of Non-filing letter from the IRS that indicates a 2021 IRS income tax return was not filed with the IRS. Further instructions can be found on the Dependent Non-Tax Filer Statement form.		

2023-2024 INDEPENDENT Required Verification Documents	Student	Spouse (if married)
<a href="#">2023-2024 Independent Verification Worksheet</a> – All Selected Independent Students Must Complete		
2021 IRS Tax Return Transcript - Filers who did not use the IRS DRT on the FAFSA. Further instructions can be found on the Verification Worksheet or online at <a href="http://westliberty.edu/financial-aid/instructions-and-guides/">westliberty.edu/financial-aid/instructions-and-guides/</a> .		
<a href="#">Independent Student Non-Tax Filer Statement</a> (non-filers only):		
The student (and/or spouse if applicable) must complete this form if they will not and are not required to file a 2021 tax return. They must provide all applicable W2's if they worked AND a Verification of Non-filing letter from the IRS that indicates a 2021 IRS income tax return was not filed with the IRS. Further instructions can be found on the Independent Non-Tax Filer Statement form.		