

## Step 1 – Student Information

Provide all information requested.

## Step 2 – Household Information

List all household members. Include the following:

- **yourself**;
- your **spouse**, if you are married and your spouse is living in the household;
- Your **children**, if any, if you will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the child would be required to provide your information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with you.
- **Other people** only if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2018, through June 30, 2019.

**Include the name of the college** for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institutional any time between July 1, 2018, and June 30, 2019. "Half-time" means a minimum of 6 credit hours (or 12 weekly clock hours at schools not using credit hours). If more space is needed, attach a separate page with the requested information for the additional household members.

## Step 3 – Student's Tax Filing Status – Calendar Year 2016

Check YES if you or your spouse, if included in the household, filed a 2016 U.S. federal income tax return or if you or your spouse were required to and will file a 2016 U.S. federal income tax return. **If yes, you must submit a signed 2016 tax return and/or any other document(s) required by Student Financial Aid.**

Check NO if you and your spouse, if included in the household, were not required to and did not file a 2016 U.S. federal income tax return.

If no, you must complete and return with the verification worksheet the Student Non-Tax Filer's Statement. On the Student Non-Tax Filer Statement, list the names of all of your and, if included in the household, your spouse's employers and the amount earned from each employer in 2016. Attach copies of all 2016 IRS forms W-2 issued to you and your spouse, if included in the household, by employers. List every employer even if an IRS form W-2 was not issued. If more space is needed, attach a separate page listing additional employers.

**CERTIFICATION** – Each person signing the Verification Worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date. **WARNING: Purposely giving false or misleading information on the Verification Worksheet may result in a fine, jail time, or both.**

Return the Verification Worksheet and all required documents to the Student Financial Aid office, Room 4, Reynolda Hall. Please contact us at [financial-aid@wfu.edu](mailto:financial-aid@wfu.edu) or 336.758.5154 if you have questions.

## Important Information About Verification

Your federal student aid application (FAFSA) has been selected by the U.S. Department of Education for verification. For independent students, information to be verified relates to you and your spouse, if married. Please note carefully the documentation required to verify this information, listed above. You must complete and return the verification worksheet and all other required documentation to avoid cancellation of your Federal Student Aid.

For 2018-2019, information to be verified includes number of household members; number of household members who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. For 2016 federal income tax return filers, additional income-related information to be verified includes adjusted gross income, U.S. income tax paid, untaxed IRA distributions, untaxed pensions, education credits, IRA deductions, and tax-exempt interest income. Income earned from work must be verified for non-filers of U.S. income tax returns.

Income-related information for U.S. income tax return filers is verified by a **signed 2016 tax return and/or any other document(s) required by Student Financial Aid.**

For Federal Pell grant eligible students whose application has been selected for verification, verification must be complete by a deadline published annually in the *Federal Register* (generally in September following the academic year), or no later than 180 days after the last day of enrollment during the academic year, whichever date comes first. Verification must be completed for campus-based (Federal Perkins, Federal Supplemental Educational Opportunity Grants (SEOG) and Federal Work-Study) and Federal Direct Loan eligible students by the last day of enrollment during the academic year. Failure to complete verification will result in cancelation of Federal Student Aid.

If a FAFSA transaction is selected for verification after an award has already been made and/or disbursed, and requested verification documents are not provided, any undisbursed award will be canceled. No additional federal funds will be disbursed until verification has been completed.

If verification causes a change in your eligibility for Federal Student Aid funds, you will be notified via e-mail that your award has been modified. You may review the modified financial aid award by accessing your financial aid record through the Wake Information Network.