

### Step 1 – Student Information

Provide all information requested.

### Step 2 – Household Information

The federal definition of “parent” includes only the custodial parent and that parent’s current spouse. In case of separation or divorce of natural parents, the non-custodial parent is not to be listed in the table.

List all household members, including parents and siblings, whether or not enrolled in college. Include the following:

**yourself;**

your **parent(s)/stepparent** (even if you live separately);

your parent(s)’ **other children**, if your parent(s) will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018; and

**other people** if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to do so through June 30, 2018.

**Include the name of the college** for any household member, **excluding your parent(s)**, 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, 2017 and June 30, 2018. “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 2015

Check YES if the student filed a 2015 U.S. federal income tax return or was required to and will file a 2015 U.S. federal income tax return. **If yes, you must submit a signed 2015 tax return and/or any other document(s) required by Student Financial Aid.**

Check NO if the student was not required to and did not file a 2015 U.S. federal income tax return. If NO, the student 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 the student’s employers and the amount earned from each employer in 2015. Attach copies of **all** 2015 IRS forms W-2 issued to the student 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.

### Step 4 – Parent(s)’ Tax Filing Status – Calendar year 2015

Check YES if the parent filed a 2015 U.S. federal income tax return or was required to and will file a 2015 U.S. federal income tax return. **If yes, the parent(s) must submit a signed 2015 tax return and/or any other document(s) required by Student Financial Aid.**

Check NO if the parent(s) was not required to and did not file a 2015 U.S. federal income tax return. If NO, the parent(s) must complete and return with the verification worksheet the [Parent Non-Tax Filer Statement](#) (link). On the Parent Non-Tax Filer Statement, the parent must list the names of all of the parents’ employers and the amount earned from each employer in 2015. Attach copies of **all** 2015 IRS forms W-2 issued to the parent(s) by employers. List every employer even if an IRS form W-2 was not issued. If more space is needed, attach a separate page with the requested information.

### Step 5 – Food Stamp Benefits – Calendar Years 2014 and 2015.

Check YES if one or more of the persons listed as a household member on this worksheet received Supplemental Nutritional Assistance Program (SNAP) benefits (formerly known as food stamps) in 2014 and/or 2015. If asked, the household member agrees to provide documentation from the agency that issued these benefits.

### Step 6 – Child Support Paid – Calendar Year 2015

Check YES if one or more of the student’s parents listed as a Household Member on this worksheet paid child support to another household in 2015 because of separation or divorce. If this item is checked, you must complete the grid on the verification worksheet specifying the name of the person who paid child support, the name of the person to whom child support was paid, the name and age of the person for whom child support was paid and the amount of child support paid in 2015. If asked, the parent(s) must provide documentation of these payments.

## Important Information about Verification and Instructions for 2017-2018 Completing Federal Verification Worksheet for Dependent Students

**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 dependent students, information to be verified relates to the student and to his/her parent(s). Please note carefully the documentation required to verify this information listed below. You must complete and return the Verification Worksheet and all other required documentation to avoid cancellation of your Federal Student Aid.

For 2017-2018, information to be verified includes number of household members; number of household members (excluding parents) 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, 2017, and June 30, 2018; whether food stamp program (SNAP) benefits were received by any household member in 2014 or 2015; and child support paid to another household in 2015 due to separation or divorce. For 2015 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 2015 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 completed 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 cancellation 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 the student's eligibility for Federal Student Aid funds, the student will be notified via e-mail that his or her award has been modified. The student may review his modified financial aid award by accessing his financial aid record through the Wake Information Network.