

Step 1 – Student Information

Provide all information requested.

Step 2 – Household Information

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

Include the **Full Name, Age, and Relationship** of:

- **Self**
- The parent with whom you lived most during the past year (primary residential parent) and step-parent.
 - Do not include your secondary household parent, if any.
 - Your primary residential parent’s other children if your primary residential parent will provide more than half of their support from July 1, 2018, through June 30, 2019 or if the other children would be required to provide parental information for completing a FAFSA for 2018-2019.
- **Other people** only if they now live with your primary residential parent and your parent will provide more than half of their support from July 1, 2018, through June 30, 2019.

Include all members of your household, based on the definitions above. Include the **Name of College, Undergraduate/Graduate Level, and Half-Time/Full-Time** status for those **siblings** attending at least half-time during 2018-2019 in a program leading to a degree, diploma, or certificate. List all household members, but include college information for siblings only.

Step 3 – Student’s Tax Filing Status – Calendar Year 2016

Check YES if the student filed a 2016 U.S. federal income tax return or was 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 the student was not required to and did not file a 2016 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 2016. Attach copies of **all** 2016 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 2016

Check YES if the parent filed a 2016 U.S. federal income tax return or was required to and will file a 2016 U.S. federal income tax return. **If yes, the parent(s) must submit a signed 2016 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 2016 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 2016. Attach copies of **all** 2016 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.

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 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 2018-2019, 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, 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.

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov). In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

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.