



Verification Worksheet

What is Verification?

The United States Department of Education has selected your 2023-2024 Free Application for Federal Student Aid (FAFSA) application for a review process called "Verification". The Office of Student Financial Aid is required to compare the data on your FAFSA with the information you provide on this worksheet and any supplemental documents. If there are differences between your application information and the documents you submit, your application may need to be corrected. The Office of Student Financial Aid cannot disburse any federal financial aid until all of the verification requirements and corrections are complete.

PART A: STUDENT INFORMATION

Last Name	First Name	Washington College ID #	Academic Year:	
Street	City		State	Zip
Student's e-mail address:	Student's Cellphone #:		Home Phone#:	

PART B: INCOME INFORMATION TO BE VERIFIED

Complete this section if you, the student, and/or student's parent(s), **filed or will file** a 2021 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the web.*

- The **student** has used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
- The **parents** have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
- The **student and/or parents** are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution with a 2021 IRS Tax Return Transcript(s).
 - Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
 - Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online."
 - Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days
 - A Signed copy of 2021 Federal Income Tax Return including Schedules 1, 2, and 3 if filed.

PART C: FAMILY INFORMATION: Please check appropriate box:

- Dependent Students:** List everyone in your parents’ household including yourself, your parents and step-parent, and your parents’ other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they live with your parents and will receive, and continue to receive, more than half their support from them between July 1, 2023 and June 30, 2024
- Independent Students:** List the people that you (and your spouse) will support between July 1, 2023 and June 30, 2024. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support through June 30, 2023.

Full Name (legal name)	Age	Relationship to student	College or University (for any household member(excluding parents) attending at least half-time, in a degree program)	Undergraduate or Graduate	Expected Month and Year of Graduation
		Self	Washington College	Undergraduate	/
					/
					/
					/
					/
					/

****If you need more space, attach a separate page****

PART D: NON-FILERS

Step 1) For the student or parent(s) who did not, and are not required, to file a 2021 Federal Income Tax Return per the IRS regulations, please check the appropriate box below:

- Dependent Student:** I did not file and am not required to file a 2021 federal tax return.
- Parent(s) & Independent Students:** did not file and we are not required to file a 2021 federal tax return*

***All non-filer Parents and Independent Students must request and submit a “Verification of Non-filing” letter,** which is proof from the IRS that you did not file a return for the year 2021. You can request a Verification of Non-filing letter at the IRS web site listed here:
<https://www.irs.gov/individuals/transcript-types-and-ways-to-order-them>

PART E: REQUIRED-AUTHORIZATION AND SIGNATURES

By signing this worksheet, I certify that all the information reported is correct to the best of my knowledge. In addition, if the Office of Student Financial Aid staff discover any errors in reviewing this form, they make the necessary FAFSA corrections and send them directly to the Department of Education.

Student Signature

Date

Parent Signature

Date