

Your Free Application for Federal Student Aid (FAFSA) was selected in a process called “verification.” In this process the information from your FAFSA application is compared with the information on this form and the documentation provided by you. If there are differences between your FAFSA and the information provided, Roberts Wesleyan University will be required to correct your FAFSA. Your financial aid process is not finished until verification has been completed.

1. Complete all sections of this worksheet including signatures by both the student and a parent. Do not leave anything blank.
2. Gather all income documents that sections C and D of this worksheet indicate you must submit (such as W-2’s, signed federal tax returns including any schedules 1,2, and 3, or a Tax Return Transcript). Print the student’s name and their student ID number on each document that is submitted.
3. Submit your documents by FAX or email. You may also send the form(s) in through regular mail or drop them off in person. See the bottom of the next page for our direct contact information.

Please contact us if you have any questions about completing this worksheet. Make sure the information on these documents is correct. If necessary, corrections can be made to your FAFSA.

### A. STUDENT INFORMATION

Name \_\_\_\_\_ Student ID P000  
Last, First, Middle Initial

Home Address \_\_\_\_\_  
Street City State Zip Code

Phone \_\_\_\_\_ Email \_\_\_\_\_

### B. FAMILY INFORMATION

List **ALL PEOPLE IN YOUR PARENT(S) HOUSEHOLD THAT THEY SUPPORT.** This includes:

- **Yourself** (even if you do not live with your parents)
- **Your parent(s)** (including stepparent)
- **Your parents’ other children** IF: a) your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024; OR: b) the children would be required to provide parental information when applying for federal student aid.
- Other people, IF: a) they now live with your parents AND: b) your parents provide more than half of their support AND: c) your parents will continue to provide more than half of their support through June 30, 2024.

**COLLEGE** column: If applicable, list the federally eligible college for any member EXCLUDING PARENT(S) who will be enrolled at least half-time in a program between July 1, 2023 and June 30, 2024 that leads to a college degree or certificate.

FULL NAME	AGE	RELATIONSHIP	COLLEGE
		<b>SELF</b>	<b>Roberts Wesleyan University</b>

#### STUDENT FINANCIAL SERVICES

**C. STUDENT’S TAX AND INCOME INFORMATION** Select one:

- I have used or will use the IRS Data Retrieval Tool to transfer my 2021 IRS Income Tax Return information when completing or correcting the FAFSA.
- I was unable or chose not to use the IRS Data Retrieval Tool. I am attaching a **signed** copy of my federal 2021 IRS Income Tax Return (including any schedules 1, 2, and 3), OR a 2021 IRS Tax Return Transcript which I obtained directly from the IRS ([www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)).
- I was not employed and had no income earned from work in 2021.
- I was employed in 2021 with the employers listed below but did not and was not required to file a 2021 IRS Income Tax Return. Attached are copies of W-2’s or equivalent documents received from all employers.

Employer Name	W-2 or equivalent attached?	Amount Earned

**D. PARENT(S) TAX AND INCOME INFORMATION** Select one per parent/stepparent in household.

- My parent(s)/stepparent have used or will use the IRS Data Retrieval Tool to transfer their 2021 IRS Income Tax Return information when completing or correcting the FAFSA.
- My parent(s)/stepparent were unable or chose not to use the IRS Data Retrieval Tool. Attached is a **signed** copy of their federal 2021 IRS Income Tax Return (including any schedules 1, 2, and 3), OR a 2021 IRS Tax Return Transcript requested directly from the IRS ([www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)). If my parent(s)/stepparent filed separate 2021 IRS Income Tax Returns, I am providing the **signed** tax return (including all applicable schedules) for each parent. *Print student name/ID on each document.*
- My parent(s)/stepparent were not employed and did not have income earned from work in 2021. I am attaching an IRS “Verification of Non-Filing.” (*Obtained directly from the IRS by ordering a 2021 IRS Tax Return Transcript or mailing form 4506-T to the IRS*)
- My parent(s)/stepparent were employed in 2021 with the employers listed below but did not and were not required to file a 2021 IRS tax return. Attached are copies of W-2’s or equivalent document received from all employers. I am also attaching an IRS “Verification of Non-Filing.” (*Obtained directly from the IRS by ordering a 2021 IRS Tax Return Transcript or mailing form 4506-T to the IRS*)

Employer Name	W-2 or equivalent attached?	Amount Earned

**E. SIGN THIS WORKSHEET**

Each person signing this form certifies that all the information reported on it is complete and correct. **The student and at least one parent must sign and date. ELECTRONIC SIGNATURE NOT ACCEPTED.**

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student’s signature \_\_\_\_\_ Date \_\_\_\_\_

Parent’s signature \_\_\_\_\_ Date \_\_\_\_\_