



## 2024-25 Independent Student Verification Worksheet

The U.S. Department of Education selected your Free Application for Federal Student Aid (FAFSA) for a review in a process called verification. We are required by federal law to obtain this information. If there are differences between the information on your FAFSA and the results of verification, we will send corrections electronically to the U.S. Department of Education. If corrections are made, you will then electronically receive an updated Student Aid Report (SAR). This may result in an adjustment to your estimated financial aid award. Financial aid payments will not be made to your Student Account until all verification requirements have been met and the necessary corrections have been made.

### Step 1 – STUDENT INFORMATION

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Last Name of Birth	First Name	M.I.	WSCO ID Number	Date
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### Step 2 – FAMILY INFORMATION

Number of Household Members: List all the people in your household, including their names, ages, and relationship to you.

- Always include yourself, the student.
- Your spouse (if you are married).
- You and/or your spouse’s children, if you or your spouse will provide more than half of the children’s support from July 1, 2024, through June 30, 2025, even if the children do not live with you.
- Other people if they now live with you, the student, and you or your spouse provides more than of the other people’s support and will continue to provide more than half of their support through June 30, 2025.

*Number in College: In the boxes below, be sure to include information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024, and June 30, 2025, and include the name of the college.*

Full Name	Age	Relationship	Name of College	Enrolled Half Time
Example: JOHN SMITH	31	Self	WSCO	Yes
		<i>Self</i>	Washington State College of Ohio	

Note: We may require additional documentation if we have reason to believe that the information regarding household members currently enrolled in eligible postsecondary educational institutions is inaccurate

### Step 3 – STUDENT’S Filing Status / Income Information

Check only one of the boxes below,	and Submit the following required document(s)
<input type="checkbox"/> I filed or will file a 2022 Federal Income Tax Return.	You must provide: 1. A copy of your 2022 tax return transcript* from IRS.gov. - If you IRS DRT was used while completing the FAFSA you will not need to provide the transcript.
<input type="checkbox"/> I worked but am not required to file a 2022 Federal Income Tax Return.	You must provide: 1. Your 2022 W-2 Form(s) or other earnings statement from employer(s) 2. Complete <i>Student Non-Filer Form</i> declaring that a 2022 Federal Tax Return has not and will not be filed. 3. A copy of your 2022 Verification of Non-Filing Letter** from IRS.gov.
<input type="checkbox"/> I did not work and will not file a 2022 Federal Income Tax Return.	You must also provide: 1. A copy of your 2022 Verification of Non-Filing Letter** from IRS.gov. 2. Complete the <i>Student Non-Filer Form</i> declaring that a 2022

### Step 4 – SPOUSE’S Filing Status / Income Information (If Married)

Check only one of the boxes below,	and Submit the following required document(s)
<input type="checkbox"/> My Spouse filed or will file a 2022 Federal Income Tax Return.	You must provide: 1. A copy of your spouse’s 2022 tax return transcript* from IRS.gov. - If IRS DRT was used while completing the FAFSA you will
<input type="checkbox"/> My Spouse worked but not required to file a 2022 Federal Income Tax Return.	You must provide: 1. Spouse’s 2022 W-2 Form(s) or earnings statement from employer(s) 2. Complete <i>Student (spouse) Non-Filer Form</i> declaring that a 2022 Federal Tax Return has not and will not be filed. 3. Spouse’s 2022 Verification of Non-Filing Letter** from IRS.gov.
<input type="checkbox"/> My Spouse did not work and will/did not file a 2022 Federal Income Tax Return.	You must also provide: 1. Spouse’s 2022 Verification of Non-Filing Letter** from IRS.gov. 2. Complete the <i>Student Non-Filer Form</i> declaring that a 2022

\* The 2022 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov) and select “Get Your Tax Record.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Get Transcript ONLINE** – Go to [www.irs.gov](http://www.irs.gov) and select “Get Your Tax Record.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Automated Telephone Request** – 1-800-908-9946.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

\*\* The **Non-filing Letter** – may be obtained at [www.irs.gov](http://www.irs.gov) by ‘Get Transcript Online’ or using ‘Form 4506-T’ (see above).

### Step 5 – CERTIFICATION AND SIGNATURES

I certify that all the information reported to qualify for federal aid is complete and correct to my knowledge. If additional documentation is required, I will submit those documents in a timely manner. I understand that if I purposely give false or misleading information, I may be fined, sentenced to jail, or both and my financial aid may be terminated.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

Student Signature (Required)

Date

TO RETURN THIS FORM: Completed forms and documents may be dropped off in person at the WSCO Student One Stop. Or, fax 740.376.0257, scan & email [finaid@wsc.edu](mailto:finaid@wsc.edu) or mail 710 Colgate Dr., Marietta, OH 45750.