

# 2024-2025 WVNCC Dependent Verification Worksheet



Student's: Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ N \_\_\_\_\_ Student ID # \_\_\_\_\_

Email Address: \_\_\_\_\_ @[mail.wvncc.edu](mailto:mail.wvncc.edu) – All correspondence from our office will be sent here

Your FAFSA was selected for review in a process called “Verification.” In this process WVNCC is required to compare information from your FAFSA with other documentation such as an official IRS Tax Return Transcript or IRS Verification of Non-filing Letter for you and your parent(s)/step-parent. If you and/or your parent(s)/step-parent were not required to file a federal tax return you must submit copies of any W-2 forms or earnings statements. The law says we have a right to ask you for this information before awarding federal aid. If there are differences between your FAFSA and your financial documents we may need to send corrections electronically to have your information reprocessed.

**What you should do**

- Complete this worksheet. **ALL SECTIONS MUST BE FILLED IN.** Write N/A (not applicable) or enter a zero if the field does not pertain to you. You and at least one parent/step-parent MUST sign the worksheet.
- **Send or take the completed worksheet, plus copies of you and your parent(s)/step-parents’ 2022 IRS Tax Transcript or signed copy of a federal income tax return/Verification of Non-filing Letter, and 2022 W2s (if applicable) to the Financial Aid Office or your Campus Service Center at WVNCC.**

We must review the requested information under the financial aid program rules (CFR Title 34, Part 668).

**A. Family (Household) Information** (verifying number in household and number in college)

List below the people in your parent(s)/step-parent’s household. Include:

- Yourself on the **first** line
- Your parent(s) (including a stepparent) even if you don’t live with your parent(s).
- Your parent(s)/step-parent’s other children if your parent(s) will provide **more than half** of their support from July 1, 2024, through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024-2025. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s)/step-parent’s and your parent(s) provide **more than half** of their support and will continue to provide **more than half** of their support through June 30, 2025.

Include the name of the college for all household members who 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. Do not include your parents.

FULL NAME	A G E	RELATIONSHIP TO STUDENT	COLLEGE ATTENDING IN 2024-2025 (if applicable)	Will be Enrolled at Least Half Time (Yes or No)
		Self	WVNCC	

**B. Student’s 2022 Income Information**

1. **\*\* FEDERAL TAX RETURN FILERS ONLY \*\***— **Important Note:** If you filed, or will file, an amended 2022 Federal Income Tax Return, you must submit a signed copy of the 2022 IRS Form 1040X.

**Instructions:** Complete this section if the student filed or will file a 2022 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. If you have not already used the tool, go to [studentaid.gov](http://studentaid.gov), log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the “Student Financials” section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into the student’s FAFSA.*

Check only one box below:

- Check here if you used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2022 IRS income information without altering the data into the FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. **WVNCC will use the IRS information that was transferred in the verification process. YOU DO NOT NEED TO PROVIDE A COPY OF A 2022 TAX RETURN TRANSCRIPT.**
- Check here if you have not yet used, or were unable to use the IRS Data Retrieval Tool in FAFSA on the Web.

**WVNCC cannot complete the verification process until the IRS information has been transferred without altering the data into the FAFSA -or- you submit to WVNCC a 2022 IRS tax return transcript or a signed copy of your federal income tax return (Form 1040).**

*To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on “Get Your Tax Record” on the main/home screen. Select either “Get Transcript Online” or “Get Transcript by Mail” and follow the prompts. Make sure to request the “**IRS tax return transcript**” and not the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2022 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

Check here if you are attaching a copy of your 2022 IRS Tax Return Transcript or a signed copy of your federal income tax return (Form 1040) to this worksheet. This will be required if you did use the IRS Data Retrieval Tool, but made any changes including rollover amounts.

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Student's: Last Name                      First Name                      M.I.                      N                      Student ID #

**2. \*\*TAX RETURN NONFILERS ONLY\*\***—Complete this section if you will not file and are not required to file a 2022 federal income tax return with the IRS. List below your employer(s) and any income received in 2022. **You are required to submit all 2022 W-2 forms or other earnings statements.**

**Check the box that applies:**

- Check here if you were not employed and had no income earned from work in 2022.
- Check here if you were employed in 2022. Attach copies of all 2022 IRS W-2 forms issued to the student by employers. *List any employer that did not issue an IRS W-2 form in the space below. If more space is needed, attach a separate page with the student's name and Student ID number at the top.*

Employer's Name	2022 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

**C. Parent(s)/Step-Parent's 2022 Income Information**—Note: If two parents/step-parent were reported in Section A of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. Parent/Step-Parent TAX RETURN FILERS**— **Important Note:** If the parent(s)/step-parent, filed or will file, an amended 2022 Federal Income Tax Return, you must submit a signed copy of the 2022 IRS Form 1040X.

**Instructions:** Complete this section if your parent(s)/step-parent filed or will file a 2022 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. If you have not already used the tool, go to [FAFSA.gov](https://fafsa.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the "Parent Financials" section of the form. From there, follow the instructions to determine if the parent is eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into the student's FAFSA.*

**Check only one box below:**

Check here if you used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2022 IRS income information for your parent(s)/step-parent without altering the data into the FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. **WVNCC will use the IRS information that was transferred in the verification process. YOU DO NOT NEED TO PROVIDE A COPY OF A 2022 TAX RETURN TRANSCRIPT.**

Check here if you have not yet used, or were unable to use the IRS Data Retrieval Tool in FAFSA on the Web for your parent(s)/step-parent. **WVNCC cannot complete the verification process until the IRS information has been transferred without altering the data into the FAFSA -or- you submit to WVNCC a 2022 IRS tax return transcript or a signed copy of a federal income tax return (Form 1040) for your parent(s)/step-parent.**

*To obtain an IRS tax return transcript, go to [www.irs.gov](https://www.irs.gov) and click on "Get Your Tax Record" on the main/home screen. Select either "Get Transcript Online" or "Get Transcript by Mail" and follow the prompts. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2022 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

If your parents/step-parent filed "married filing separate" or separate 2022 IRS income tax returns, **2022 IRS Tax Return Transcripts or signed copies of their federal income tax returns (Form 1040)** must be provided for both.

Check here if you are attaching a copy of your parent(s)/step-parent 2022 IRS Tax Return Transcript or a signed copy of their federal income tax return (Form 1040) to this worksheet. This will be required if you did use the IRS Data Retrieval Tool, but made any changes including rollover amounts.

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**2. \*\* Parent(s)/Step-parent TAX RETURN NONFILERS ONLY \*\***—Complete this section if your parent(s)/step-parent will not file and are not required to file a 2022 federal income tax return with the IRS. List below your parent(s)/step-parent employer(s) and any income received in 2022. Your parent(s)/step-parent are **required to submit an IRS Verification of Non-filing Letter and all 2022 W-2 forms or other earnings statements.**

**Check the box that applies:**

Check here if your parent(s)/step-parent were not employed and had no income earned from work in 2022. Your parent(s)/step-parent are required to submit a **2022 IRS Verification of Non-filing Letter** – *To obtain a Verification of Non-filing letter, go to [www.IRS.gov](http://www.IRS.gov) and click on “Get Your Tax Record” on the main/home screen. Select “Get Transcript Online” and follow the prompts. For transcript type you must select “Verification of Non-filing Letter.” If you are unable to get the transcript online, one may be ordered by filling out a 4506-T form or calling 1-800-908-9946.*

Effective 1/9/19: If your Parent(s)/Step-parent are unable to obtain the Verification of Non-filing (VNF) from the IRS or other tax authorities, they must provide the following information to the Financial Aid Office to determine their eligibility for financial aid based on the certification that they did not file and are not required to file an income tax return for the 2022 tax year –

- **A signed statement**(Form available upon request) certifying that your Parent(s)/Step-parent –
  - **Attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation**; and
  - Has not filed and is not required to file a 2022 income tax return

Check here if your parent(s)/step-parent were employed in 2022. Attach copies of all 2022 IRS W-2 forms issued to your parent(s)/step-parent by employers. *List any employer that did not issue an IRS W-2 form in the space below. If more space is needed, attach a separate page with the student’s name and Student ID number at the top.*

In addition your parent(s)/step-parent are required to submit a **2022 IRS Verification of Non-filing Letter** - *To obtain a Verification of Non-filing letter, go to [www.IRS.gov](http://www.IRS.gov) and click on “Get Your Tax Record” on the main/home screen. Select “Get Transcript Online” and follow the prompts. For transcript type you must select “Verification of Non-filing Letter.” If you are unable to get the transcript online, one may be ordered by filling out a 4506-T form or calling 1-800-908-9946.*

Effective 1/9/19: If your Parent(s)/Step-parent are unable to obtain the Verification of Non-filing (VNF) from the IRS or other tax authorities, they must provide the following information to the Financial Aid Office to determine their eligibility for financial aid based on the certification that they did not file and are not required to file an income tax return for the 2022 tax year –

- **A signed statement** (Form available upon request) certifying that your Parent(s)/Step-parent –
  - **Attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation**; and
  - Has not filed and is not required to file a 2022 income tax return

Employer’s Name	2022 Amount Earned
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

**D. Certification and Signatures**

By signing this worksheet, we (the student and parent/step-parent) certify the information reported is complete and correct. **At least one parent/step-parent must sign. Warning:** *If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both, and/or the student may be subject to disciplinary action as stated in WVNCC’s Student Code of Conduct Rule.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s/Step-Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s: Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

N \_\_\_\_\_  
Student ID #

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**Section E and F must be completed in person\*\* at the Financial Aid Office or with a New Martinsville or Weirton Campus Designee. SIGNATURE MUST BE WITNESSED BY WVNCC FINANCIAL AID OFFICE STAFF OR DESIGNEE**

**E. Statement of Educational Purpose\*\***

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
*(Print Student's Name)*  
Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **WEST VIRGINIA NORTHERN COMMUNITY COLLEGE** for 2024-2025.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

**F. Proof of Identity\*\***

The student must appear in person at **WEST VIRGINIA NORTHERN COMMUNITY COLLEGE** to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.

\_\_\_\_ Student has shown proof of identity by providing the following government-issued photo id: \_\_\_\_\_

\_\_\_\_\_, a copy was made and attached by: \_\_\_\_\_  
*WVNCC Financial Aid Office Staff or Designee Signature*      *Date*

\*\*If you are unable to appear in person to complete Section F and G, please contact the WVNCC Financial Aid Office at 304-233-5900 or [financialaidoffice@wvncc.edu](mailto:financialaidoffice@wvncc.edu) for an alternative option.