



# Federal Verification Worksheet 2021-2022

## INSTRUCTIONS

**General Instructions:** Your FAFSA has been selected by the U.S. Department of Education for federal verification; a review process that requires our office to verify certain data fields from your FAFSA. By law, we must collect all information requested on this form along with any necessary supporting documentation. We will review your FAFSA for possible corrections before awarding any Federal Student Aid. Please complete this form fully; making sure everything is signed in the appropriate areas.

**This process must be complete before we can apply your financial aid to your account; we encourage you to submit all requirements within 30 days of receipt. For your convenience, you can [email, mail or fax](#) the documentation to us at Wittenberg University, PO Box 720, Springfield OH 45501, email to Adria Flannery [flannerya@wittenberg.edu](mailto:flannerya@wittenberg.edu), or fax to 937.327.6379.**

## STUDENT INFORMATION

Student's Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Last First MI

Permanent Address \_\_\_\_\_  
Street Address City State Zip

SSN or WITT ID# \_\_\_\_\_ Email Address \_\_\_\_\_

## HOUSEHOLD INFORMATION

**Dependent Students:** List the people that your parent(s) will support between July 1, 2021 and June 30, 2022. (Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc.). Include the following:

- Yourself, **and**
- Your parent(s), **and**
- Your parent(s)' other children if (a) your parent(s) will provide more than half of their support from July 1, 2021 through June 30, 2022, or (b) the children would be required to give parental information when applying for federal student aid in 2021-2022, **and**
- Other people if they now live with your parent(s) and your parent(s) will provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022;

**Independent Students:** List the people that you (and your spouse) will support between July 1, 2021 and June 30, 2022. (Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc.). Include the following:

- Yourself (and your spouse, if you have one), **and**
- Your children, if you will provide more than half of their support from July 1, 2021 through June 30, 2022, **and**
- Other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support from July 1, 2021 through June 30, 2022.

**Please read guidelines above before completing. Attach extra page if needed.**

Family Member	Age	Relationship to Student	College Attending	Enrolled at least ½ time
		SELF	WITTENBERG UNIVERSITY	YES

Turn over to complete

Student Name: \_\_\_\_\_

Student SSN/WITT ID \_\_\_\_\_

**FEDERAL TAX RETURN FILING STATUS**

**Student (& Spouse) Filing Status** *(all students)*

- I have already filed my 2019 federal income tax return and
  - Successfully used the DRT on the FAFSA **OR**
  - have Included a **SIGNED** copy of my 2019 Tax Return.

**\*\*IF the tax return is received UNSIGNED, it will be sent back to be signed.**

- I had to amend my 2019 return and will therefore submit
  - a signed copy of my 2019 IRS 1040X form **AND**
  - a signed copy of my ORIGINAL 2019 Tax Return

- I was NOT employed in 2019 and had no income
- I was employed 2019, but was not required to file a federal tax return. SEE BELOW\*\*\*\*

**\*\*\*IF YOU ARE A NON TAX FILER, PLEASE SEE BELOW**

**Parent(s) Filing Status** *(dependent students only)*

- My parents have already filed their 2019 Federal Tax return and
  - Successfully used the DRT on the FAFSA **OR**
  - have Included a **SIGNED** copy of my 2019 Tax Return

**\*\*IF the tax return is received UNSIGNED, it will be sent back to be signed.**

- My parents had to amend their return and will therefore submit
  - a signed copy of their 2019 IRS 1040X form **and**
  - a signed copy of their ORIGINAL 2019 Tax Return.

- My parents will not and are not required to file a 2019 federal tax return. \*\*\*

**\*\*\*IF YOU ARE A NON TAX FILER, Please SIGN below and you must request a Verification of Non-Filing Letter from the IRS. You can find more info on this at [www.irs.gov](http://www.irs.gov)**

**For NON-Tax Filers:**

This signed statement certifies that I \_\_\_\_\_ (Print Student's Name) did not file taxes in 2019 and was not required to file taxes in 2019.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

This signed statement certifies that I \_\_\_\_\_ (Print Parent's Name(s)) did not file taxes in 2019 and was not required to file taxes in 2019.

Parent(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**Signature(s) - REQUIRED**

I (We) hereby affirm that all information reported on this form and any attachment hereto is true, complete, and accurate to the best of my (our) knowledge. I (We) understand that if I (we) receive federal student aid based on incorrect information, I (we) will need to repay it; I (we) may be required to pay fines and fees.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent (if dependent) \_\_\_\_\_ Date \_\_\_\_\_