

Federal Verification Worksheet (V5) Academic Year 2024-2025

Guidelines

Your FAFSA application was selected for review in a process called Verification. You will need to provide certain documents as part of this process. The law says we have the right to ask you for this information before awarding federal financial aid (34 CFR, Part 668). Wittenberg University will submit electronic corrections for any differences between your FAFSA and the financial documents you provide to us. It is important to complete this process as soon as possible. **No official financial aid offer will be made until this process has been completed.**

1. Complete & sign this document – student, spouse (if applicable) and at least one parent (dependent students) must sign the form. The signature(s) should be done with blue ink and cannot be electronic.
2. Submit a copy of your SIGNED 2022 tax return (both pages), with all schedules filed & 2022 W-2's & 1099's, as applicable. Dependent students must also submit copies of their parent(s) SIGNED 2022 tax returns, schedules, W-2's & 1099's as applicable.
3. If you, your spouse or parent filed an amended tax return for 2022, received a filing extension beyond the standard 6-month period, were a victim of IRS-related Identity Theft or filed a non-IRS return, please navigate to our website for more information: [Verification at Wittenberg](#).

Document Submission: Please submit this completed (and signed) form along with your supporting documentation to our document submission portal:

[Wittenberg Financial Aid Document Upload](#)

Student Information

Student's Name _____ Cell Phone # _____
Last First MI

Permanent Address _____
Street Address City State Zip

SSN or WITT ID# _____ Email Address _____

Family Information

Write the name of all household family members including yourself. Also write the name of the college for any family member who will be attending college at least half-time between July 1, 2024 and June 30, 2025 and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

FOR INDEPENDENT STUDENTS: List the people that you (and your spouse) will support between July 1, 2024 and June 30, 2025. 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 and will continue to provide more than half their support from July 1, 2024 – June 30, 2025. Exclude children/siblings whom are wards of the state, i.e. foster care.

DEPENDENT STUDENTS: List all the people in your household between July 1, 2024 and June 30, 2025. Include yourself, your parents, 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 now live with your parents and receive, and will continue to receive, more than half their support from them between July 1, 2024 and June 30, 2025. Exclude children/siblings whom are wards of the state, i.e. foster care.

Name	Age	Relationship	College	Enrolled at least Half Time
<i>Student (example)</i>	<i>18</i>	<i>Self</i>	<i>Wittenberg University</i>	<i>Yes or No</i>

Non-Tax Filers

Complete this section if the parent and/or student are not required to file a 2022 income tax return with the IRS. List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page with the student's name and student's id number at the top.

Parent or Student <i>(Circle correct option)</i>	Employer Name	2022 Amount Earned	W-2 submitted? <i>(Circle correct option)</i>
Parent Student			Yes No
Parent Student			Yes No
Parent Student			Yes No
Parent Student			Yes No
Parent Student			Yes No
Parent Student			Yes No
Parent Student			Yes No
Parent Student			Yes No

Child Support and/or Spousal Support

If you, your spouse, your parent or your parent's (legally married) spouse paid or received child or spousal support in 2022, please provide the information below.

If the support payments have ceased or will cease by December 31, 2024, please submit documentation showing the final payment date and amount paid/received.

Type of Support	Parent Listed on FAFSA	Paid or Received <i>(Circle correct option)</i>	2022 Amount
<i>Child Support (example)</i>	<i>Sue Smith (mother)</i>	<i>Received (example)</i>	<i>\$4,200</i>

Identity and Statement of Educational Purpose V5
(To Be Signed at the Institution)

The student must appear in person at Wittenberg University to verify their identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive & review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose V5
(To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at Wittenberg University to verify their identity, the student must provide to the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I, _____, am the individual signing this **Statement of**
(Print Student Name)

Educational 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 **Wittenberg University** for the 2024-2025 year.

Student Signature (Required)	Date

OFFICE USE ONLY:	
Financial Aid Administrator Name: _____	
Financial Aid Administrator Signature: _____	
Type of Identification Collected: _____	Date: _____

Notary's Certificate of Acknowledgement (as applicable)

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Notary Name)

personally appeared, _____, and proved to me because of
(Printed Name of Signer)

satisfactory evidence of identification _____
(Type of Government-Issued Photo ID Provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____

(Seal)

(Notary Signature)

My commission expires on _____
(Date)

CERTIFICATION:

By signing this worksheet, I (we) certify that all the information reported on all pages of this worksheet is complete and correct. I (we) understand that if I (we) purposely give false or misleading information, I (we) may be fined, or sentenced to jail, or both.

X _____
Student Signature Date

X _____
Parent Signature Date

X _____
(Married Independent Student) Spouse Signature Date