2025-2026 WVNCC Dependent Verification Worksheet



			N
Student's: Last Name	First Name	M.I.	Student ID #
Email Address:		@mail.wvncc.edu - All corres	pondence from our office will be sent here

What you should do

WVNCC.

Title 34, Part 668).

MUST sign the worksheet.

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

Send or take the completed worksheet, plus copies of you

signed copy of a federal income tax return/Verification of Non-filing Letter, and 2023 W2s (if applicable) to the

Financial Aid Office or your Campus Service Center at

We must review the requested information under the financial aid program rules (CFR

and your parent(s)'/step-parents' 2023 IRS Tax Transcript or

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.

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

List below the people in your <u>parent(s)'/step-parent's household</u>. 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 2025-2026. 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 2025-2026 (if applicable)	Will be Enrolled at Least Half Time (Yes or No)
		Self	WVNCC	

B. Student's 2023 Income Information

and up to eight weeks for paper IRS tax return filers.

** FEDERAL TAX RETURN FILERS ONLY **— Important Note: If you filed, or will file, an amended 2023 Federal Income Tax Return, you must submit a signed copy of the 2023 IRS Form 1040X.

Instructions: Complete this section if the student filed or will file a 2023 income tax return with the IRS. The best way to verify income is by using the IRS

Data I "Make	Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to <u>studentaid.gov</u> , log in to the student's FAFSA record, select FAFSA Corrections," and navigate to the "Student Financials" section of the form. From there, follow the instructions to determine if the student is e to use the IRS Data Retrieval Tool to transfer 2023 IRS income tax information into the student's FAFSA.
Chec	k only one box below:
	Check here if you used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2023 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 2023 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 2023 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 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 2023 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers,

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	: Last Name	First Name	M.I.	N Student ID #	DVS
2.		TILERS ONLY **—Complete S. List below your employer(s) an	· · · · · · · · · · · · · · · · · · ·	-	
	forms or other earnings sta		id any income received	m 2023. Tou are required to st	ibilit ali 2025 W
	Check the box that applies: Check here if you were not	employed and had no income earned t	From work in 2023.		
		ployed in 2023. Attach copies of all 20 to space below. If more space is needed			
		Employer's Name		2023 Amount	Earned
		Suzy's Auto Body Shop (example)	\$2,000.00(ex	ample)
1	using the IRS Data Retrieval Tool record, select "Make FAFSA Cort	on if your parent(s)/step-parent filed or that is part of FAFSA on the Web. If y ections," and navigate to the "Parent S Data Retrieval Tool to transfer 2023	ou have not already used . Financials" section of the	the tool, go to <u>FAFSA.gov</u> , log in to to e form. From there, follow the instruc on into the student's FAFSA.	he student's FAFS
	Check here if you used the parents(s)/step-parent with	IRS Data Retrieval Tool in FAFSA on out altering the data into the FAFSA, ent was transferred in the verification pr	ither on the initial FAFSA	or when making a correction to the	FAFSA. WVNCC 1
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	Check here if you used the parents(s)/step-parent with use the IRS information that TRANSCRIPT. Check here if you have not WVNCC cannot complete you submit to WVNCC a parent. To obtain an IRS tax return Transcript Online" or "Ge account transcript." You we used when the 2023 IRS tax and up to eight weeks for put If your parents/step-parent copies of their federal ince	out altering the data into the FAFSA, ent was transferred in the verification provest used, or were unable to use the IRI the verification process until the IRS 2023 IRS tax return transcript or a set transcript, go to www.IRS.gov and clust transcript by Mail" and follow the public linear your Social Security Number, as return was filed). It takes up to two was aper IRS tax return filers. filed "married filing separate" or separate tax returns (Form 1040) must be thing a copy of your parent(s)/step-pare	ither on the initial FAFSA cocess. YOU DO NOT NI S Data Retrieval Tool in F information has been transigned copy of a federal ick on "Get Your Tax Recurrents. Make sure to requidate of birth, and the additects for IRS income informatic 2023 IRS income tax is provided for both. Int 2023 IRS Tax Return T	A or when making a correction to the EED TO PROVIDE A COPY OF A FAFSA on the Web for your parent(s) insferred without altering the data in income tax return (Form 1040) for ord" on the main/home screen. Selectives the "IRS tax return transcript" ress on file with the IRS (normally this mation to be available for electronic returns, 2023 IRS Tax Return Transcript or a signed copy of their fee	FAFSA. WVNCC v A 2023 TAX RETU //step-parent. //to the FAFSA -or- your parent(s)/sto //t either "Get and not the "IRS ta //s will be the addre. //IRS tax return filer //scripts or signed deral income tax re

2.	** Parent(s)/Step-parent TAX RETURN NONFILER			
	and are <u>not required</u> to file a 2023 federal income tax re	eturn with the IRS. List below your	parent(s)/step-parent em	nployer(s) and
	any income received in 2023. Your parent(s)/step-parent	nt are required to submit an IRS V e	erification of Non-filing Le	etter and all
	2023 W-2 forms or other earnings statements.			
Che	eck the box that applies:			
	Check here if your parent(s)/step-parent were not employed and submit a 2023 IRS Verification of Non-filing Letter – To obt Your Tax Record" on the main/home screen. Select "Geselect "Verification of Non-filing Letter." If you are una form or calling 1-800-908-9946.	tain a Verification of Non-filing lette t Transcript Online" and follow the	er, go to <u>www.IRS.gov</u> and prompts. For transcript t	d click on "Get type you must
	Effective 1/9/19: If your Parent(s)/Step-parent are unable to ob must provide the following information to the Financial Aid O did not file and are not required to file an income tax return for • A signed statement(Form available upon request) of the Attempted to obtain the VNF from the IRS of the Has not filed and is not required to file a 2023	ffice to determine their eligibility for fin r the 2023 tax year – certifying that your Parent(s)/Step-paren r other tax authorities and was unable to	ancial aid based on the certif	fication that they
	Check here if your parent(s)/step-parent were employed in 2023 employers. List any employer that did not issue an IRS W-2 forname and Student ID number at the top.			
	In addition your parent(s)/step-parent are required to submit a 2 letter, go to <u>www.IRS.gov</u> and click on "Get Your Tax Rethe prompts. For transcript type you must select "Verific may be ordered by filling out a 4506-T form or calling I	ecord" on the main/home screen. Se cation of Non-filing Letter." If you a	elect "Get Transcript Onl	ine" and follow
	Effective 1/9/19: If your Parent(s)/Step-parent are unable to ob must provide the following information to the Financial Aid O did not file and are not required to file an income tax return for • A signed statement (Form available upon request) • Attempted to obtain the VNF from the IRS or • Has not filed and is not required to file a 2023	ffice to determine their eligibility for fin r the 2023 tax year – certifying that your Parent(s)/Step-parer r other tax authorities and was unable to	nancial aid based on the certifient –	fication that they
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By signing parent/s sentence	Suzy's Auto Body Shop (examendation and Signatures Ing this worksheet, we (the student and parent/step-parent) Step-parent must sign. Warning: If you purposely give f	certify the information reported is called or misleading information on t	\$2,000.00(example state of the	least one
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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

I	certify that I	am the individual signing this Statement of Edu	ıcational
	(Print Student's Name)		
	Purpose and that the Federal student financial assistance I may rost of attending WEST VIRGINIA NORTHERN COMMUN		pay the
Ī	Student's Signature	Date	-
F. <u>F</u>	Proof of Identity**		
	The student must appear in person at <u>WEST VIRGINIA NOR</u> n unexpired valid government-issued photo identification (ID),		
_	Student has shown proof of identity by providing the follow	wing government-issued photo id:	
_	, a copy was made and attached by:		
	WVN	CC 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 for an alternative option.