



## 2024-25 Institutional Verification Worksheet – V1 Dependent

(Contact: V1\_Group)

**IMPORTANT:** Your FAFSA was selected by the U.S. Department of Education for a process called verification. The verification process will be conducted by Kansas Wesleyan University in accordance with U.S. Department of Education’s rules 34 CFR, Part 668.  
*We must collect this information before awarding Federal Financial Aid. No further processing will be done until all documentation is provided.*

**SECTION A: STUDEN INFORMATION**

Student Name: Last	First	Middle Initial	KWU Student ID # or Social Security Number	Date
Student Email address			Student Cell Phone number	

**SECTION B: FAMILY INFORMATION**

List the people in your parents’ household. **Include:**

- Yourself and your parent(s) (including stepparent) even if you don’t live with your parents, **and**
- Your parents’ other children even if they don’t live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2024, through June 30, 2025 or (b) the children would be required to provide parental information when applying for federal student aid, **and**
- Other people **if they currently live with your parents**, and your parents will provide more than half of their support from July 1, 2024 through June 30, 2025.

\*\*\*\*\*If you need more spaces, please attach a sheet with additional family members listed.\*\*\*\*\*

Full Name	Age	Relationship to Student	College attending in 2024-25	Enrolled at least Half time (Y/N)
		Self	Kansas Wesleyan University	Yes

Office Use Only:	#	#	Initials
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Student Name: Last First Middle Initial KWU Student ID # or Social Security Number Date

**SECTION C: INCOME INFORMATION (We need your 2021 tax and income information for student and parents. Parent section continues onto next page.)**

Tax returns are Federal 2022 IRS Form 1040, Puerto Rican Tax Return, or a foreign income tax return.

**Initial to the left which on the circumstance that is true for you regarding your tax filing status for 2022. If you will not file taxes for 2022, please be sure to include each employer and amounts earned from work the box below and attach copies of W-2 forms for all 2022 employers.**

<b>1. Student's 2022 Tax and Income Information</b>		Office use only																
	I used the IRS Data Retrieval Tool within the FAFSA to link and transfer my 2022 income tax data into my FAFSA.																	
	I was unable to use the IRS Data Retrieval Tool within the FAFSA to link and transfer my 2022 income tax data; therefore, I attached a copy of my 2022 IRS Tax Return Transcript <b>OR</b> a <u>signed</u> copy of my 2022 Tax Return (1040) and associated schedules.																	
	<p>I did not and will not file a 2022 U.S. Income Tax Return because (initial one option that is true for you):</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 30%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> I had zero earned or taxable income in 2022                 </td> <td style="text-align: center; padding: 5px; vertical-align: middle;"><b>OR</b></td> <td style="width: 30%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> I had too little taxable income to be required to file a tax return. <b><i>Please complete the table below and attach a copy of all 2022 W-2 forms student.</i></b> </td> <td style="width: 30%;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; padding: 5px;">Employer</th> <th style="width: 20%; padding: 5px;">Amount earned in 2022</th> <th style="width: 20%; padding: 5px;">W-2 Attached (Y/N)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/> I had zero earned or taxable income in 2022	<b>OR</b>	<input type="checkbox"/> I had too little taxable income to be required to file a tax return. <b><i>Please complete the table below and attach a copy of all 2022 W-2 forms student.</i></b>		Employer	Amount earned in 2022	W-2 Attached (Y/N)		\$			\$			\$		
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Employer	Amount earned in 2022	W-2 Attached (Y/N)																
	\$																	
	\$																	
	\$																	
<p><b>SECTION C: INCOME INFORMATION (Continued)</b> Tax returns are Federal 2022 IRS Form 1040, Puerto Rican Tax Return, or a foreign income tax return. <b>Initial to the left which on the circumstance that is true for you regarding your tax filing status for 2022. If you or your spouse will not file taxes for 2022, please be sure to include each employer and amounts earned from work the box on page 3 and attach copies of W-2 forms for all 2022 employers.</b></p>																		
<b>2. Parent(s)' 2021 Tax and Income Information</b>																		
	I used the IRS Data Retrieval Tool within the FAFSA to link and transfer my (our) 2022 income tax data into my FAFSA.																	
	I was unable to use the IRS Data Retrieval Tool within the FAFSA to link and transfer my (our) 2022 income tax data; therefore, I attached a copy of my 2022 IRS Tax Return Transcript <b>OR</b> a <u>signed</u> copy of my (our) 2022 Tax Return(s) (1040) and associated schedules. <b><i>I understand that I must also provide a signed copy of a 2022 Tax Return for my spouse or significant other if he/she is listed in Section B of this form, even if we were not married in 2022 because we are currently married or living together.</i></b>																	

