



WPI

2023-2024

Dependent Verification Worksheet

Please email your completed 2023-2024 Verification Worksheet to finaid@wpi.edu or fax to 508-831-5039.

Deadline: June 30, 2023

VERIFICATION

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected by the federal processor for review in a process called verification. The law says that before providing federal student aid, we must ask you to confirm the information you and your parents reported on your FAFSA. To verify the information you provided, please complete the questions below and include parent(s) and student signatures. Mail, drop off, or fax the form to the Office of Student Aid & Financial Literacy within 4 weeks of your receipt of this letter. Failure to respond will result in our inability to disburse Federal Aid. If corrections need to be made to your FAFSA, the Office of Student Aid & Financial Literacy will submit the changes on your behalf and will notify you of any changes by mail or email.

Last Name

First Name

Middle Name

Student ID

For the 2023-2024 academic year I will be: On campus in a WPI residence hall
Off campus in an apartment or WPI fraternity/sorority
Commuting to WPI from a parent's or relative's residence

FAMILY INFORMATION

Please complete the following section and make sure to include:

Yourself, your parent(s), and sibling(s) who make up your **custodial household** from July 1, 2023 to June 30, 2024. Please make sure to include other family members who do not live in your current household **ONLY IF** your custodial parent will provide more than half of their financial support from July 1, 2023 to June 30, 2024. Of those listed above, write in the college name for each individual who will be enrolled at least half time in a degree or certificate program between July 1, 2023 and June 30, 2024.

The number of household members for dependent students must include both of the student's legal (biological or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents.

- 1= Self
- 2 = Student's parent
- 3= Student's stepparent
- 4= Student's brother or sister
- 5= Student's husband or wife
- 6= Student's child/stepchild
- 7= Student's grandparent
- 8= Student's stepbrother or stepsister
- 9= Student's half brother or half sister
- 10= Other

Name Please list the full names of all family members.	Relationship to student (use codes from above)	Age	2023-2024 School or College	Full Time (F) Part Time (P)	Undergraduate (UG) Graduate (G)
	Student		WPI		

If there are more than 6 members of your household please send a separate sheet along with this application indicating the name, age, relationship and enrollment status, if any, for each additional family member.

INCOME, WORK HISTORY & TAX FILING STATUS

You can use **EITHER** the IRS Data Retrieval Tool through your FAFSA, **or** you can submit a **SIGNED** copy of your complete **2021** federal tax return, including all schedules and attachments. Since the information we are requesting is from **2021**, your tax information should be readily available. We have provided some helpful information below about using the IRS Data Retrieval Tool. It is easy and straightforward to use, but if you are not successful with it, please submit a **SIGNED** copy of the complete **2021** federal tax return, including all schedules and attachments. (It is also acceptable to submit a signed **2021** tax return transcript from the IRS).

IRS Data Retrieval Tool: Go to [FAFSA.gov](https://fafsa.gov) and indicate that you want to make a correction to your FAFSA. Navigate to the “financial” section. If you check that the tax return is already completed, the FAFSA will prompt you about using the IRS Data Retrieval Tool. You will not be able to use the Tool if:

- Your tax filing status is Married Filing Separately
- You filed a non-U.S. tax return.

FAFSA will link you to the IRS web site. You will need the Social Security number of the FIRST person listed on the tax return. Follow the directions. After the tax information is transferred back to your FAFSA, **remember to click save and submit so we will receive your new FAFSA.** (If you, the student, filed taxes, you can use the same process to verify **your** taxable income).

Student Tax/Income Information: PLEASE PUT THE STUDENT’S NAME ON ALL TAX DOCUMENTS SUBMITTED TO OUR OFFICE. Please check the box that applies:

I did file a **2021** federal tax return and I have used the **IRS Data Retrieval** Tool to retrieve and transfer my **2021** IRS income information into my 2023-24 FAFSA. (Directions for using the IRS Data Retrieval Tool are above).

I did file a **2021** federal tax return and will submit a **SIGNED** copy of the complete **2021** federal tax return to the WPI Office of Financial Aid.

I did not file and was not required to file a **2021** federal tax return.

IF YOU DID NOT FILE A TAX RETURN, PLEASE ALSO COMPLETE:

I was not employed and had no income earned from work in 2021.

I was employed in **2021** and earned a total from work of \$ _____. Complete the chart below listing all employers, the amount earned from each employer in 2021, and attach all W-2(s)

Employer Name	W-2 Attached? <u>If not available please explain why and provide alternate documentation.</u>	Amount Earned in <u>2021</u>

Parent Tax/Income Information: PLEASE PUT THE STUDENT’S NAME ON ALL TAX DOCUMENTS SUBMITTED TO OUR OFFICE. Please check the box that applies:

I/we did file a **2021** federal tax return and I have used the **IRS Data Retrieval Tool** to retrieve and transfer my **2021** IRS income information into my 2023-24 FAFSA. (Directions for using the IRS Data Retrieval Tool are above).

I/we did file a **2021** federal tax return and will submit a **SIGNED** copy of the complete **2021** federal tax return to the WPI Office of Financial Aid.

I/we did not file and were not required to file a **2021** federal tax return. You will need to request a ‘Verification of Non-filing’ from the IRS. Go to www.irs.gov > Get Your Tax Record >Get Transcript Online. If you are able to create an account, request a Verification of Non-Filing Letter for **2021**. If you are not able to create an account, send our office a screenshot of the IRS page telling you they could not establish your identity, and check with us for further direction.

IF YOU DID NOT FILE A TAX RETURN, PLEASE ALSO COMPLETE:

I/we were not employed and had no income earned from work in 2021.

I/we were employed in **2021** and earned a total from work of \$_____. Complete the chart below listing all employers, the amount earned from each employer in **2021**, and attach all W-2(s). If you are self employed please write “self employed” in the W-2 column.

Employer Name	W-2 Attached? <u>If not available please explain why and provide alternate documentation.</u>	Amount Earned in 2021

**PARENT SIGNATURE ALSO REQUIRED BELOW!
APPLICATION WILL NOT BE ACCEPTEED WITHOUT BOTH SIGNATURES**

EMAIL COMPLETED FORMS TO: finaid@wpi.edu or fax to (508) 831-5039.

I CERTIFY THAT ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS COMPLETE AND CORRECT.

ACTUAL SIGNATURE IS REQUIRED (not electronic or typed).

Student’s Signature

Date

Parent’s Signature

Date

Parent's Printed Name

Date