



# WPI

## 2023-2024 Independent Student Verification Worksheet

Please email your completed 2023-2024 Verification Worksheet to: [finaid@wpi.edu](mailto:finaid@wpi.edu) or fax to 508-831-5039

**Deadline: May 20, 2023**

### VERIFICATION

Verification is the process by which institutions compare information provided on the FAFSA to tax and income documents to confirm that the correct information was provided in determining your need based financial aid eligibility. If you are selected for verification by the U.S. Department of Education or by the WPI Office of Student Aid & Financial Literacy, you will be notified to submit verification requirements.

### PLEASE COMPLETE ALL SECTIONS!

Full Name ..... ID .....  
Last First Middle

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 HOUSEHOLD

Please complete the family household section making sure to include the following:

**Yourself**, your spouse, your children, who make up your household from July 1, 2023 to June 30, 2024. Please make sure to only include those that you provide more than half their support from July 1, 2023 – June 30, 2024. Only report full time / part time and undergraduate / graduate status for those family members attending college.

- 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/Spouse 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](https://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? <b><u>If not available please explain why and provide alternate documentation.</u></b>	Amount Earned in <b>2021</b>

**Money received or paid on the student's behalf:** List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter total amount of cash support the student received in 2021. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards etc., include the amount of that person's contribution.

Purpose: ex. Cash, Rent, Books, Tuition, Utilities	Source	Amount Earned in <b>2021</b>

**EMAIL COMPLETED FORMS TO: [finaid@wpi.edu](mailto: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).

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Student's Signature

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Date