

Dependent Verification Worksheet 2023 – 2024



Financial Aid Office
1700 SW College • Topeka, KS 66621
(785) 670-1151 • (785) 670-1079 fax
washburn.edu/financial-aid • financialaid@washburn.edu

Student Name

Washburn ID

Student Phone Number

Each year, FAFSA selects students for the process of verification. Verification requires the college you attend to review and confirm the information reported on your FAFSA. To verify this information, we must compare your FAFSA with the information on this worksheet and other required documents. If there are differences, your FAFSA information may need to be corrected.

Carefully read the instructions and provide responses to all applicable sections. Please note, additional information may be required once your worksheet and documents are submitted.

The verification process takes at least 2 weeks to complete after all required documentation has been received. Any documentation submitted between July 1, 2023 and August 31, 2023 could take longer to process.

A. Number of People in the Household and in College

Your Full Name	Age	Will you enroll at least half-time* at Washburn University?

List the parent(s) used on your FAFSA (including stepparent if remarried)

Full Name	Age	Relationship to Student

List other people in the household in the following categories:

- Other children that your parents will provide more than half of the financial support for from 7/1/23 – 6/30/24 (even if they do not currently live with your parents)
- Other children required to use your parent(s) on their 2023-2024 FAFSA
- Other people that live with your parents and are currently receiving more than half of their financial support from your parents through 6/30/24

Full Name	Age	Relationship to Student	Will this person be enrolled at least half-time* in college?	If enrolled at least half-time, what college will they attend?

If more space is needed, provide a separate page with your student name and ID number.

Note: Additional documentation may be required if there is reason to believe information regarding household members may be inaccurate.

*Half-time enrollment = 6 credit hours for undergraduate students and 5 credit hours for graduate students

Student's Name: _____ WIN: _____

Answer the following question to determine whether your parent should complete section B or C.

Q1. Did your parent(s) file 2021 taxes?

- YES (If yes, complete section B) NO (If no, complete section C)

B. Parent 2021 Income Tax Information

If your parent(s) filed 2021 taxes, they must complete one of the following to provide verification of their tax information.

Check the box that applies:

- My parent has transferred, or will transfer, their tax information to my FAFSA through the IRS data retrieval tool.**
- To do this, you and your parent will need to log into your FAFSA, select the option to make corrections, link to the IRS, and resubmit your FAFSA with both student and parent electronic signatures.
- I will provide Washburn with a signed copy of their 2021 Federal Income Tax Return for my parent(s).**
- ____ Check here if you will provide the signed copy of their 2021 Federal Income Tax Return at a later date.

C. Parent 2021 Income Information for Nontax Filers

If your parent(s) did not, and will not, file 2021 taxes, they must:

- 1. Provide documentation from the IRS dated on or after 10/1/22 that indicates a 2021 IRS income tax return was not filed with the IRS.**
- To obtain a Verification of Non-filing document from the IRS, your parent(s) must complete Form 4506-T and submit it to the IRS. This form can be found at www.washburn.edu/financial-aid-forms. Once received, submit to the Financial Aid Office.
- ____ Check here if you will provide the 2021 Proof of Non-filing at a later date.

2. Your parent(s) must check the box that applies to their 2021 income.

- I was not (nor was my spouse) employed and did not have any income from work in 2021.**
- I (and/or my spouse) was employed in 2021 but did not file a tax return.**
- List the names of your employers and amounts earned.
 - Copies of your 2021 W-2 forms must be provided.

Employer's Name	2021 Amount Earned	IRS W-2 Form Provided?

If more space is needed, provide a separate page with student name and ID number.

Student's Name: _____ WIN: _____

Answer the following question to determine whether you should complete section D or E.

Q2. Did you, the student, file 2021 taxes?

- YES (If yes, complete section D) NO (If no, complete section E)

D. Student 2021 Income Tax Information

If you filed 2021 taxes, you must complete one of the following to provide verification of your tax information.

Check the box that applies:

- I have transferred, or will transfer, my tax information to my FAFSA through the IRS data retrieval tool.**
- To do this, you will need to log into your FAFSA, select the option to make corrections, link to the IRS, and resubmit your FAFSA with both student and parent electronic signatures.
- I will provide Washburn with a signed copy of my 2021 Federal Income Tax Return.**
- ____ Check here if you will provide the signed copy of your 2021 Federal Income Tax Return at a later date.

E. Student 2021 Income Information for Nontax Filers

If you did not, and will not, file 2021 taxes, you must indicate whether you had income from work.

Check the box that applies:

- I was not employed and did not have any income from work in 2021.**
- I was employed in 2021 but did not file a tax return.**
- List the names of your employers and amounts earned.
 - Copies of your 2021 W-2 forms must be provided.

Employer's Name	2021 Amount Earned	IRS W-2 Form Provided?

If more space is needed, provide a separate page with your student name and ID number.

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student's Signature

Date

Parent's Signature

Date