Westminster College 2024-2025 Verification Worksheet (V5)

Your FAFSA application was selected for review in a process called "Verification". In this process, we are required to compare information from your FAFSA with copies of your, your spouse's (if married), or your parents' (if you are dependent) 2022 federal tax return transcripts, or if not filing taxes with W-2 forms or other financial documents. (Please see enclosed letter for documents required) Federal regulations require us to collect this information before disbursing any federal aid. If there are differences between your FAFSA and the verification documents, we will submit the corrections to the federal student aid processor for reprocessing.

A. Student Information							
Last Name: First Nam				ne: MI:			
Street Address:	City/State/Zip:						
Student ID:	Date of Birth:	Date of Birth: / Contact Phone #					
B. Family Information (If mo	re space is needed, please	attach a sepa	rate page	with the student's name and Student ID Number at the top.)			
List the people living in your household If an Independent Student, include: • Yourself and your spouse (if • Your dependent children and more than half of their support	f you are married) d others, if you provide	June 30, 2025	: If a <u>D</u>	Yourself & parent(s) you live with (include stepparent) Your parents' dependent children and others, if your parents will provide more than half of their support or if the children would be required to provide parent information when applying for Federal Aid.			
Full Name (Student and Family Memb	Age ers)	Relations Stude	=	College Name (if enrolled at least half-time in 2024-2025) Note: Do not include parents in college			
		Self		Westminster College			
C. Tax Return Transcript & 1	Income Information	**Please r	efer to i	instructions on the back of this form**			
Student (and Spouse, if applica	_			t(s) of dependent students			
Check the box that applies: ☐ I transferred my federal tax information from the Internal Revenue Service when FAFSA application was completed on https://fafsa.gov . ☐ I have attached a copy of my 2022 IRS Federal Tax Return Transcript that was requested from the IRS or https://fafsa.gov . ☐ I am not required to file a 2022 Federal income tax return. Attached are copies of my 2022 W-2 forms or statement of income received if no W-2(s) were received from my employer(s).			☐ M In	My Parents have transferred their federal tax information from the Internal Revenue Service when FAFSA application was completed on https://fafsa.gov .			
			☐ M Re of	My parent(s) have attached a copy of their 2022 IRS Federal Tax Return Transcript that was requested from the IRS or a Signed Copy of 2022 Federal Tax Return that includes all applicable schedules			
			□ м	nd W-2(s). y parent(s) are not required to file a 2022 Federal income tax return. ttached are copies of my parent(s) 2022 W-2 forms or statement			
I am not required to file a 2022 Federal income tax return. I earned no income in 2022.				of income received if no W-2(s) and <mark>I have included the verification of non-filing letter requested from the IRS</mark> .			
			M	y parent(s) are not required to file a 2022 Federal income tax return (y parent(s) earned no income in 2022 and I have included the crification of non-filing letter requested from the IRS.			
By signing this worksheet, I (W (For dependent students, the stu	<u> </u>		_	ed on this worksheet is complete and correct.			
Student Signature	Date	Parent	signatu	re (Dependent Students Only) Date			

Use the IRS Direct Data Exchange Process

This process can be used when completing or correcting the FAFSA application. You will be required to give your consent to have your 2022 federal income tax information uploaded from the Internal Revenue Service (IRS) into the FAFSA. This is available to the student and/or parent tax filer within 2 to 3 weeks after electronically filing your 2022 Federal income tax return (6-8 weeks if the tax return is filed by paper) and paying your IRS tax liability, if applicable. This is the fastest, easiest and most accurate method to include your final 2022 Federal income tax information on the FAFSA.

OR You May Use the IRS Tax Return Transcript Request Process

2022 Federal income tax filers (students and parents) who elect not to use the IRS Data Retrieval Process or do not qualify to use the IRS Data Retrieval Process must submit a 2022 IRS Tax Return Transcript to the Student Financial Planning Office. To request a return transcript free of charge from the IRS, select the one of the following methods. Your 2022 Federal income tax return must be accepted by the IRS and you must have paid your 2022 IRS tax liability, if applicable, before you may request a transcript.

On-line:

- 1. Go to www.irs.gov
- 2. Click on "Get your tax record".
- 3. You may click on the "Get transcript online" blue box and follow the instructions that will allow you to print out 2022 return transcript(s) immediately OR
- 4. You may click on the "Get transcript by mail" blue box and enter the tax filer's Social Security Number, date of birth, street address, and zip code. (Be sure to use the exact address currently on file with the IRS). Click Continue; under Select Transcript Type choose, "Return Transcript" and under Select Tax Year, select "2022". If successfully validated, tax filers can expect to receive paper IRS Tax Transcript(s) in the mail within 5 10 days **OR**
- 5. By Automated Telephone Request by dialing 1-800-908-9946 and following the prompts. Transcript is generally received within 5-10 business days from the IRS's receipt of the telephone request.

**If you are unable to obtain the required 2022 Federal Tax Return Transcript(s) by using one of the above methods you will need to contact the IRS at 1-800-829-1040, then choose option #1, option #2, option #1, option #2 or visit your local Internal Revenue Service Office to obtain a copy.

Process for Parent Non-Tax Filers

Parents who are not required to file 2022 Federal income taxes **must complete and send the enclosed IRS Form 4506-T to request a Verification of Non-Filing letter from the IRS, as required by the Department of Education. Once the Non-Filing letter is received from the IRS, please send to Westminster College, Attn: Financial Aid Office, 501 Westminster Avenue,** Fulton, MO 65251

D. <u>Identity and Statement of Educational Purpose</u> (Choose the In Person <u>or</u> Mail Option)

identification (ID), such as, but not limi	ted to, a driver's license, othe the institution with the date it	er state-issued ID, or passpor	ting an unexpired government-issued photo t. The institution will maintain a copy of the and the name of the official at the institution
(Financial Aid Office Staff signature) (Date of the Control of the	(Type of valid (non-expired) §	government-issued photo ID provide	ed)
In addition, the student must sign, in the	e presence of the institutional	official, the Statement of Ed	ucational Purpose provided below:
Identity and Statement of Educational	<u>Purpose</u>		
I certify that I	am the individual	signing this Statement of Ed	lucational Purpose and that the
(Print Student's N Federal student financial assistance I ma College for 2024-2025.		or educational purposes and	to pay the cost of attending Westminster
(Student Signature)	(Student ID Number)	(Date)	
a) A copy of the unexpired valid that is presented to a notary, sub) The <u>original</u> Statement of Eduseparate page than the Statement was the document notarized. Statement of Educational Purpose I certify that I	on at Westminster College to government-issued photo identicated as, but not limited to, a dricational Purpose provided beint of Educational Purpose, the am the individual Name)	to verify his or her identity, the ntification (ID) that is acknowiver's license, other state-issulow, which must be notarized ere must be a clear indication signing this Statement of Education	the student must provide to the institution: wledged in the notary statement below, or used ID, or passport; and d. If the notary statement appears on a in that the Statement of Educational Purpose
(Student Signature)	(Student ID Number)	(Date)	
Notary's Certificate of Acknowledgem. State of			_
City/County of			_
On, before me	e,	,	personally appeared,
(Date)	(Print Notary's na	me)	
(Printed name of signer)	, and proved to	o me because of satisfactory	evidence of identification
(Type of unexpired government-issued pho	to be the	ne above-named person who	signed the foregoing instrument.
	r ,		
WITNESS my hand and official seal			

place seal here

(Notary signature)

(Date)

My commission expires on __