



2021-2022

FEDERAL VERIFICATION WORKSHEET

In order to safeguard your personal information and comply with federal regulations, we have implemented Financial Aid Self-Service as a secure upload site. Please submit all documents through the student’s Financial Aid Self-Service site found here: https://d.widener.edu/Student/FinancialAid/Home.

PLEASE COMPLETE ALL STEPS. DO NOT LEAVE ANY BLANKS.

STEP 1 – STUDENT INFORMATION

Form with fields for Last Name, Full Legal First Name, Last four digits of Social Security Number (xxx-xx-1234), Student ID Number, Permanent Address, Street & Number, City/State/Zip, Date of Birth, Cell Phone Number (Include Area Code), Home Phone Number (Include Area Code), and Email Address.

STEP 2 – FAMILY INFORMATION

If you are a dependent student, include:

- Yourself
• Your biological or legal parents, even if unmarried, and step-parent that reside in your household. Do not include parents who do not live in your household due to divorce or separation.
• Your parents’ and/or step-parent’s other dependent children, if your parents and/or step-parent will provide more than half of their support from July 1, 2021 through June 30, 2022,
• Other people, only if they now live in your parents’ household and your parents will provide more than half of their support from July 1, 2021 through June 30, 2022
• Do not include children for whom your parents and/or step-parent pay child support.

If you are an independent student, include:

- Yourself
• Your spouse (if you are married)
• Your children, if you will provide more than half of their support from July 1, 2021 through June 30, 2022
• Other people, only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2021 through June 30, 2022
• Do not include children for whom you or your spouse pay child support.

Table with 5 columns: Full Name, Age, Relationship, Name of College (If at least half-time for 2021-2022), and Indicate Whether an Undergraduate or Graduate Student. The first row is pre-filled with 'Self' and 'Widener University'.

STEP 3 – STUDENT TAX TRANSCRIPT & INCOME INFORMATION – FOR CALENDAR YEAR 2019

Did you or were you required to file a 2019 Federal Income Tax Return? *You must check yes or no.*

YES If you have not already done so, please go to your 2021-2022 FAFSA and use the IRS Data Retrieval Tool to link your taxes, **OR** submit a copy of your signed 2019 1040 form, **OR** obtain your tax transcript directly from the **IRS**. Continue to STEP 5.

***NOTE:** To request official tax transcripts go to www.irs.gov.

NO, I DID NOT AND WAS NOT REQUIRED TO FILE A 2019 INCOME TAX RETURN.

Independent students must submit an official IRS 2019 Verification of Non-filing Letter available through www.irs.gov along with a **Wage and Income Transcript** available through www.irs.gov. ***Two separate Verification of Non-filing Letters, one for the student and one for the student's spouse, are required if both are listed on the FAFSA, along with a copy of the Wage and Income Statement for both the student and their spouse.**

Complete the table below; if applicable, enter zeros then continue to STEP 4. Do not leave blank.

Source of Income, you must submit a copy of your 2019 W2 or 1099 statements (Fill out only if you did NOT file taxes)	Amount Earned in 2019
TOTAL	

NOTE: To request a Tax Return Transcript, Verification of Non-filing Letter, or a Wage and Income Statement, go to www.irs.gov. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you. **Student ID number must be on ALL documents.**

STEP 4 – PARENT/SPOUSE TAX TRANSCRIPT & INCOME INFORMATION – CALENDAR YEAR 2019

Did you or were you required to file a 2019 Federal Income Tax Return?

You must check N/A, yes or no.

N/A I am an Independent and unmarried student

YES If you have not already done so, please go to your 2021-2022 FAFSA and use the IRS Data Retrieval Tool to link your taxes, **OR** submit a copy of your signed 2019 1040 form, **OR** obtain your tax transcript directly from the **IRS**. Continue to STEP 5.

***NOTE:** To request official transcripts go to www.irs.gov.

NO, I DID NOT AND WAS NOT REQUIRED TO FILE A 2019 INCOME TAX RETURN.

Your parents or spouse must submit an official IRS 2019 Verification of Non-filing Letter* available through www.irs.gov along with a **Wage and Income Transcript** available through www.irs.gov. Complete the table below; if applicable, enter zeros then continue to STEP 5. Do not leave blank. ***Two separate Verification of Non-filing Letters, one for each parent, are required if two non-filer parents are listed on the FAFSA, along with a copy of the Wage and Income Statement for each parent.**

Source of Income, you must submit a copy of your 2019 W2 or 1099 statements (Fill out only if you did NOT file taxes)	Amount Earned in 2019
TOTAL	

NOTE: To request a Tax Return Transcript, Verification of Non-filing Letter, or a Wage and Income Transcript go to www.irs.gov. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you. **Student ID number must be on ALL documents.**

STEP 5 – CERTIFICATION: Each person signing this worksheet certifies the information reported is complete and correct.

Student Signature Date Student Name (Please Print)

Parent Signature (IF student is dependent) Date Parent Name (Please Print)