

## 2024-25 Institutional Verification Worksheet – V5 Dependent

(Contact: V5\_Group)

**IMPORTANT:** Your FAFSA was selected by the U.S. Department of Education for a process called verification. The verification process will be conducted by Kansas Wesleyan University in accordance with U.S. Department of Education’s rules 34 CFR, Part 668. If you, OR your parents will not file taxes for 2022, please be sure to include amounts earned from work in Section B and attach copies of W-2 forms for all 2022 employers.

*We must collect this information before awarding Federal Financial Aid. No further processing will be done until all documentation is provided.*

**SECTION A: STUDEN INFORMATION**

Student Name: Last	First	Middle Initial	KWU Student ID # or Social Security Number	Date
Student Email address			Student Cell Phone number	

**SECTION B: FAMILY INFORMATION**

List the people in your parents’ household. **Include:**

- Yourself and your parent(s) (including stepparent) even if you don’t live with your parents, **and**
- Your parents’ other children even if they don’t live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2024, through June 30, 2025 or (b) the children would be required to provide parental information when applying for federal student aid, **and**
- Other people **if they currently live with your parents**, and your parents will provide more than half of their support from July 1, 2024 through June 30, 2025.

\*\*\*\*\*If you need more spaces, please attach a sheet with additional family members listed. \*\*\*\*\*

Full Name	Age	Relationship to Student	College attending in 2024-25
			Kansas Wesleyan University

Office Use Only:	#		#	Initials
------------------	---	--	---	----------

**Parent Contact Information:**  
The Office of Student Financial Planning will use this information to contact the parent to quickly resolve questions to prevent delays in processing your financial aid awards.

Parent Name: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Parent Cell Phone: (        ) \_\_\_\_\_

Student Name: Last First Middle Initial KWU Student ID # or Social Security Number Date

**SECTION C: INCOME INFORMATION (We need your 2022 tax information for parents & student. Parent section continues onto next page.)**

Tax returns are Federal 2022 IRS Form 1040, Puerto Rican Tax Return, or a foreign income tax return.

Initial to the left which on the circumstance that is true for you regarding your tax filing status for 2022. If you will not file taxes for 2022, please be sure to include each employer and amounts earned from work the box below and attach copies of W-2 forms for all 2022 employers.

<b>1. Student's 2022 Tax and Income Information</b>		Office use only												
	I used the IRS Data Retrieval Tool within the FAFSA to link and transfer my 2022 income tax data into my FAFSA.													
	I was unable to use the IRS Data Retrieval Tool within the FAFSA to link and transfer my 2022 income tax data; therefore, I attached a copy of my 2022 IRS Tax Return Transcript <b>OR</b> a <u>signed</u> copy of my 2022 Tax Return (1040) and associated schedules.													
	<p>I did not and will not file a 2022 U.S. Income Tax Return because (initial one option):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> I had zero earned or taxable income in 2022                 </td> <td style="width: 10%; text-align: center; padding: 5px;"><b>OR</b></td> <td style="width: 60%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> I had too little taxable income to be required to file a tax return. <b><i>Please complete the table below and attach a copy of all 2022 W-2 forms student.</i></b> </td> </tr> </table>	<input type="checkbox"/> I had zero earned or taxable income in 2022	<b>OR</b>	<input type="checkbox"/> I had too little taxable income to be required to file a tax return. <b><i>Please complete the table below and attach a copy of all 2022 W-2 forms student.</i></b>										
<input type="checkbox"/> I had zero earned or taxable income in 2022	<b>OR</b>	<input type="checkbox"/> I had too little taxable income to be required to file a tax return. <b><i>Please complete the table below and attach a copy of all 2022 W-2 forms student.</i></b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; padding: 5px;">Employer</th> <th style="width: 20%; padding: 5px;">Amount earned in 2022</th> <th style="width: 20%; padding: 5px;">W-2 Attached (Y/N)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;"> </td> </tr> </tbody> </table>			Employer	Amount earned in 2022	W-2 Attached (Y/N)		\$			\$			\$	
Employer	Amount earned in 2022	W-2 Attached (Y/N)												
	\$													
	\$													
	\$													

**SECTION C: INCOME INFORMATION (Continued)**  
Tax returns are Federal 2022 IRS Form 1040, Puerto Rican Tax Return, or a foreign income tax return.  
Initial to the left which on the circumstance that is true for you regarding your tax filing status for 2022. If you or your spouse will not file taxes for 2022, please be sure to include each employer and amounts earned from work the box on page 3 and attach copies of W-2 forms for all 2022 employers.

<b>Re: Parent(s)' 2022 Tax and Income Information</b>	
	I used the IRS Data Retrieval Tool within the FAFSA to link and transfer my (our) 2022 income tax data into my FAFSA.
	I was unable to use the IRS Data Retrieval Tool within the FAFSA to link and transfer my (our) 2022 income tax data; therefore, I attached a copy of my 2022 IRS Tax Return Transcript <b>OR</b> a <u>signed</u> copy of my (our) 2022 Tax Return(s) (1040) and associated schedules. <b><i>I understand that I must also provide a signed copy of a 2022 Tax Return for my spouse or significant other if he/she is listed in Section B of this form, even if we were not married in 2022 because we are currently married or living together.</i></b>

Student Name: Last

First Middle Initial

KWU Student ID # or Social Security Number

Date

## Re: Parent(s)' 2022 Tax and Income Information (Cont.)

Office use  
only

I did not and will not file a 2022 U.S. Income Tax Return because (initial one option):

I had zero earned or taxable income in 2022

OR

I had too little taxable income to be required to file a tax return. ***Please complete the table below and attach a copy of all 2022 W-2 forms student.***

Employer	Amount earned in 2022	W-2 Attached (Y/N)
	\$	
	\$	
	\$	

### SECTION D: STUDENT HIGH SCHOOL COMPLETION

Please select the box below for the statement which best describes you:

<input type="checkbox"/>	I DID graduate from High School and have a high school diploma.	<b>Office Use Only:</b> HS Transcript Ok: Yes or No IF NO: <input type="checkbox"/> HS Transcript Requested from HS <input type="checkbox"/> Dt _____ <input type="checkbox"/> Aid Placed on _____ Hold <input type="checkbox"/> HS Transcript received Dt _____ <input type="checkbox"/> HS Transcript Ok: Yes or No
<input type="checkbox"/>	I DID receive a GED.	
<input type="checkbox"/>	I DID graduate from a home school program.	
<input type="checkbox"/>	I DID NOT receive a high school diploma or its equivalent from any of the above sources.	

If you graduated from high school, a home school program, or received a GED, your application and admission file will be reviewed for documentation appropriate to satisfy this federal requirement. If additional documents are needed, the Office of Student Financial Planning will email you at your KWU email account. If you were admitted with 24 or more semester hours, please have your official high school transcript or GED forwarded to the KWU Office of Student Financial Planning.

### SECTION E: SIGNATURES (We need your 2022 tax information for parents & student)

**WARNING:** If you purposely give false or misleading information in establishing eligibility for federal student aid, you may be subject to a Federal fine up to \$20,000, a prison sentence, or both.

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct.

\*\*\*\*At least one parent who is on the 2024-25 FAFSA must sign.\*\*\*\*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



SECTION F: IDENTITY/ STATEMENT OF EDUCATIONAL PURPOSE

(To be completed in front of a Student Financial Planning Representative or Notary Public)

INSTRUCTIONS FOR SUBMISSION OF THIS FORM: (Please read carefully.)

- Option 1: Present this form IN PERSON to the Kansas Wesleyan University Office of Student Financial Planning along with an unexpired valid, government-issued photo identification...
Option 2: If you are unable to present this form in person to KWU Office of Student Financial Planning, you MUST SIGN BELOW IN THE PRESENCE OF A NOTARY PUBLIC to have this form notarized.

IMPORTANT: Please read and sign the Statement of Educational Purpose below indicating that the statement and all other information contained on this worksheet is true and correct. WARNING! If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a federal fine, a prison sentence, or both.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I \_\_\_\_\_ am the individual signing this Statement
(Print Student's Name)

of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Kansas Wesleyan University for 2024-25.

Student's Signature Date Student's ID Number

NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT
(for those unable to appear in person in the KWU Student Financial Planning Office)
State of \_\_\_\_\_, City/County of \_\_\_\_\_
On this date of \_\_\_\_\_, before me (notary's name), \_\_\_\_\_,
personally appeared (name of person signing this form) \_\_\_\_\_
and proved to me on basis of satisfactory evidence of identification (type of government-issued photo ID provided) \_\_\_\_\_
to be the above-named person who signed the foregoing instrument.
WITNESS my hand and official seal:
My commission expires on: \_\_\_\_\_
Notary Public's Signature Date

KWU SFA ONLY:
Government ID accepted by \_\_\_\_\_ Date: \_\_\_\_\_
Attach photocopy of student's government Issued ID.
Entered on FAA Access-On-Line on Date \_\_\_\_\_ by Initials \_\_\_\_\_
Attach FAA Access On Line print-out.