W
WOFFORD

OFFICE OF FINANCIAL AID
2024-25 DEPENDENT STANDARD VERIFICATION WORKSHEET (V1)

- · Your 2024-25 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification by the Department of Education.
- · Please complete this verification worksheet accurately, review the following instructions carefully and provide all required documentation.
- · If any of the information provided below differs from information reported on your 2024-25 FAFSA, the Office of Financial Aid will make the necessary corrections.
- · The results of the verification process will be reported on your financial aid award offer.
- · **We will not be able to award you federal, state or need-based institutional financial aid until you have provided all the information requested.**

WARNING: If you purposely give false or misleading information, you may be fined, sentenced to jail or both.

STEP 1: STUDENT INFORMATION

	W	XXX-XX-_ _ _ _
STUDENT FULL NAME (PLEASE PRINT)	WOFFORD ID NUMBER	SOCIAL SECURITY NUMBER

STEP 2: FAMILY SIZE INFORMATION
(USE ADDITIONAL PAPER IF NECESSARY)

In the chart on page 2, include the following:

· The student.

· The student's parents (and spouse or partner), even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.

· The student's siblings if the following are true:
  · They live with the student's parents (or live apart because of college enrollment),
  · They receive more than half their support from the student's parents, and
  · They will continue to receive more than half their support from the student's parents during the award year (July 1, 2024-June 30, 2025).

· Other persons if the following are true:
  · They live with the student's parents
  · They receive more than half their support from the student's parents, and
  · They will continue to receive more than half their support from the student's parents during the award year (July 1, 2024-June 30, 2025).

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2024-25 FAFSA. As a result, the parent should not include any unborn children in the family size.

If more space is needed, provide a separate page with the student's name and Wofford ID number at the top.

FULL NAME OF FAMILY MEMBER (AS OUTLINED ABOVE)	AGE	RELATIONSHIP TO STUDENT
		self

STEP 3: TAX FILING STATUS
(COMPLETE BOTH STUDENT AND PARENT SECTIONS)

STUDENT

Did the student file taxes for 2022?

_____ YES: The student filed taxes (student tax data must be submitted by one of the methods on page 3).

_____ NO: The student worked but did not file taxes (student must complete the chart below and submit 2022 W-2's).

_____ NO: The student did not work nor file taxes in 2022.

PARENT

Did one or both parents listed on the previous page file a 2022 tax return?   _____ YES _____ NO

If YES, the parent(s) tax data must be submitted by one of the methods on page 3.

If NO, please complete the chart below **AND** submit all 2022 W-2s received. Contact the Office of Financial Aid for further instructions on how to obtain a Non-Filing Verification Letter.

Please complete this chart if you worked and did NOT file taxes.

NAME OF STUDENT / PARENT	EMPLOYER'S NAME (N/A if not employed)	2022 IRS W-2 RECEIVED? (Yes or No)	2022 AMOUNT EARNED

STEP 4: CERTIFICATION

By signing this worksheet, we certify that all information reported on this form is true and correct, and give permission to Wofford College to make applicable changes to my FAFSA. *Electronic signatures are not acceptable.*

_____   _____
STUDENT'S SIGNATURE (ELECTRONIC SIGNATURES NOT ACCEPTABLE)   DATE

_____   _____
SIGNATURE OF ONE PARENT LISTED ON PAGE 1 OF THIS FORM   DATE
(ELECTRONIC SIGNATURES NOT ACCEPTABLE)

· ·

We cannot accept emailed or faxed documents because of privacy and security concerns.
Please use one of the following methods to submit your documentation.

SECURE UPLOAD
https://forms.wofford.edu
(Requires student log-in to myWofford.)

MAIL
Office of Financial Aid
Wofford College
429 N. Church Street
Spartanburg, S.C. 29303

IN PERSON
Hugh S. Black Admin Bldg.
2nd floor above Admission

INSTRUCTIONS FOR PROVIDING 2022 TAX DATA

To be eligible for financial assistance, you and your parents (and spouse or partner) must consent to the direct data exchange (FA-DDX) between the Department of Education and the Internal Revenue Services (IRS) to import most U.S. income and tax information to the FAFSA form. In certain circumstances, the data may not be able to import to the FAFSA form and you will need to submit the 2022 tax information for verification. Below are options for doing so:

1. **Submit a SIGNED copy of your 2022 tax return submitted to the IRS (including Schedules 1-3 and Schedule C, if applicable).**

2. **Directly from the IRS online at www.IRS.gov.**

   GET TRANSCRIPT BY MAIL:
   Step 1: Click "Get Your Tax Record."
   Step 2: Click on "Get Transcript by Mail."
   Step 3: Enter the required information as it appears on your tax return using the information for the primary taxpayer.
   Step 4: Choose "Return Transcript" under Type of Transcript for the 2022 tax year.
   Step 5: The tax return transcript will be mailed to the address on your tax return in 5-10 business days. Please keep your original and provide us with a copy.

3. **Directly from ID.me** (Return Transcript, Record of Account Transcript, Account Transcript, Wage & Income Transcript).

   Step 1: Open ID.me in your browser.
   Step 2: Click "Learn More" in Internal Revenue Service block.
   Step 3: Click "Connect with ID.me" in Internal Revenue Service block.
   Step 4: Click "Sign in to Your Account" and then again on the next page. **Jump to step 10** if you have an existing account.
   Step 5: Click "Create an account" to create account if you **do not** have an existing account.
   Step 6: Enter your email, create and confirm a password. You will get an email confirming the email address.
   Step 7: Choose a multi-factor (MFA) option. You will get a six digit code sent to the MFA option you entered (ie. a text to your cell).
   Step 8: Generate a Recovery Code and record in a secure location.
   Step 9: Choose how you verify your identity*:
   - Self Service (fastest option, requires one identity document passport, DL, state ID and a selfie).
   - Video Chat Agent (must have two identity documents available)
   - * Follow instructions carefully. Have identity documents ready. You will be asked to share personally identifiable information such as SSN.

   Step 10: After you have created your account or logged into an existing account, a screen will pop up showing the dashboard for your account.
   Step 11: Click View Tax Records in the Records block.
   Step 12: On the Tax Records page, click Get Transcript. Select Higher Education/Student Aid for the reason for transcript. Choose 2021 for tax year under the transcript requested by our office. The transcript will be displayed on the screen and can be printed or downloaded to your computer.