



Financial Aid Office
2023-2024 Institutional Verification Form

Student: _____
LAST FIRST MI

Student ID: _____

Email: _____

Phone: _____

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. If there are differences between your FAFSA and the verification information provided, we will recalculate your financial aid eligibility and send you an updated award. If you are submitting a contribution review form, verification must be completed first before any additional adjustments can be made for special circumstances. Delays in completion and submittal of this form may result in limited funding for 2023-2024.

****If needed, we reserve the right to request additional documents that are not specified on this form****

HOUSEHOLD/FAMILY INFORMATION (Please check the appropriate box) - List all the people in your household, including their names and ages. Also write the name of the college for any family member, excluding your parent(s), who will be attending college **at least half-time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree or certificate program.**

- FAFSA with parental data (dependent student):** Complete the following information about your parent’s household. Include yourself, your parent(s) (including step-parents), your parents’ other dependent children if (a) your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or (b) the children would be required to provide parental information when applying for Federal Student Aid.
- FAFSA without parental data (independent student):** Complete the following information about your household. Include yourself, your spouse (if married), your and/or your spouse’s children if you will provide more than half of their support from July 1, 2023 through June 30, 2024.

Full names of those in household (Parent(s) must be listed for dependent students)	Age	Relationship to student (parent, brother/sister, etc.)	This person will attend college half-time or more in 2023-24		Print the name of the college and the degree program the student is pursuing (i.e. B.A., B.S., PhD)
			YES	NO	
1. List yourself here:		SELF			Western
2.					
3.					
4.					
5.					
6.					

DO NOT LEAVE ITEMS BLANK

STUDENT INCOME INFORMATION (Please check the appropriate box)

Check only one of the boxes below, then...	Submit the following required documents(s)
<input type="checkbox"/> I filed a 2021 Federal Income Tax Return (or will file)	Update the FAFSA online by selecting the IRS Data Retrieval option if eligible, or send us your 2021 IRS Tax Return Transcript. See #1 in Instructions section.
<input type="checkbox"/> I worked but was not required to file a 2021 Federal Income Tax Return. Note: Work-study is work and a W-2 was sent to your permanent address	2021 W-2 Form(s) or other earning statement from employer(s). Also, must provide IRS Verification of Non-filing Letter. See #2 in Instructions section.
<input type="checkbox"/> I did not work and will not file a 2021 Federal Income Tax return.	An IRS Verification of Non-filing Letter for 2021. Can be done online or with Form 4506-T. See #2 in Instructions section.

PARENT INCOME INFORMATION (Please check the appropriate box)

Check only one of the boxes below, then....	Submit the following required documents(s)
<input type="checkbox"/> I filed or will file a 2021 Federal Income Tax Return	Update the FAFSA online by selecting the IRS Data Retrieval option, if eligible, or send us your 2021 IRS Tax Return Transcript. See #1 in Instructions section.
<input type="checkbox"/> I worked but am not required to file a 2021 Federal Income Tax Return. Note: Work-study is work and a W-2 was sent to your permanent address	2021 W-2 Form(s) or other earning statement and an IRS Verification of Non-filing Letter. See #2 in Instructions section
<input type="checkbox"/> I did not work and will not file a 2021 Federal Income Tax return.	An IRS Verification of Non-filing Letter for 2021. Can be done online or with Form 4506-T. See #2 in Instructions section.

INSTRUCTIONS:

- 1.) The best option is making a correction to your FAFSA and using the IRS Data Retrieval (IDR) tool to upload your financial information into your FAFSA straight from the IRS. You may request an IRS Tax Return Transcript by calling 1-800-908-9946 or visit the IRS website at www.irs.gov. The best option is making a correction to your FAFSA and using the IRS Data Retrieval (IDR) tool to upload your financial information into your FAFSA straight from the IRS.
- 2.) An IRS Verification of Non-filing Letter can be obtained online using the IRS Get Transcript service <<https://www.irs.gov/individuals/get-transcript>>. If the individual cannot obtain one online for whatever reason, it must be obtained by completing and checking box 7 on the IRS Form 4506-T, Request for Transcript of Tax Return, and mailing it to the IRS. If appropriate, a similar confirmation from another taxing authority (e.g., a U.S. territory or a foreign government) is also acceptable. **Dependent students are able to fill out the Student Non Tax Filer form from Western instead of getting the letter from the IRS. Contact the Financial aid office to get the form.**

By signing below, I/we certify that all the information reported on this worksheet is complete and correct. **The student and one parent must sign (for dependent students). WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student _____ Date _____ Parent _____ Date _____

DO NOT LEAVE ITEMS BLANK