

Verification Worksheet

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) has been chosen for review in a process known as verification. According to the law, we are required to ask you to confirm the information you and your parents provided on your FAFSA before granting or disbursing Federal Student Aid. Our aim is to ensure that the information you provide is accurate. To verify the accuracy of your information, we will compare your FAFSA with the details provided in this worksheet as well as any other necessary documents. If we find any differences or discrepancies, we may need to correct your FAFSA information or request additional information from you to resolve the discrepancies.

To proceed with the verification process, please complete and sign this worksheet, attach any necessary documents, and submit the form along with the other required documents to the Financial Aid Office. If you are a dependent student, it is mandatory for at least one parent to sign this worksheet. Based on your responses in this worksheet, we may request additional information from you. If you have any questions or concerns regarding the verification process, please contact our office as soon as possible to prevent any delays in receiving your financial aid.

A. STUDENT INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student ID Number
Student's Street Address (include apt. no.)			Student Email Address
City	State	Zip Code	Student Phone Number with area code

Please Check one: I am a

- ☐ **Dependent Student - Family Information from July1, 2025 - June 30, 2026**
List below the people in your parent's household including yourself, parents (including stepparent), siblings, etc., even if everyone does not live in one house. List only those that your parents supply more than half of their support or if the other children would be required to supply parent information if they were completing a 2025-2026 FAFSA. Also indicate any household member (not including parents) that will be attending a college/university.
- ☐ **Independent Student - Family Information from July1, 2025 - June 30, 2026**
List below the people in your household including yourself, spouse, children, etc., even if everyone does not live in one house. List only those that you and/or your spouse supply more than half of their support. Also indicate any household member that will be attending a college/university.

B. Household Information

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time? (Yes or No)
			Eastern WV CTC	

C. Student Income Information

Check ONE option below that applies to you (the student).

- ☐ **I used or will use** the IRS DRT in FAFSA on the Web to transfer 2023 IRS income tax return information into the student's FAFSA. *Note: Verification will not be processed until IRS DRT or a Tax Return Transcript(s) is received by the Office of Financial Aid.*
- ☐ I have attached or will submit a copy of my **2023 IRS Tax Return Transcript**, which was obtained from the IRS. Can get from www.irs.gov, or IRS form 4506T.
- ☐ I was not employed, had no income earned from work in 2023 AND did not file a 2023 tax return. Independent students must also provide an **IRS Verification of Non-Filing Letter for 2023** dated on or after October 1, 2023. Can get from www.irs.gov, or IRS form 4506T.
- ☐ I was employed (or my spouse) in 2023 but was NOT required to file a tax return. Independent students (and their spouse) must provide an IRS Verification of Non-Filing Letter for 2023 dated on or after October 1, 2023. Complete the chart below (DO NOT ESTIMATE) and attach copies of all 2022 W-2s and earning statements.

Employer	Amount Earned

D. Parent Income Information (for Dependent Students Only)

Check ONE option below that applies to the parent(s) listed on page 1 of this form and the 2025-2026 FAFSA

- ☐ My parent(s) used or will use the **IRS DRT** within FAFSA on the Web to transfer 2023 IRS income tax return information into my FAFSA. *Note: The Financial Aid Office processes Verification when your parent(s) transferred data is on file.*
- ☐ My parent(s) attached their **2023 IRS Tax Return Transcript or a signed copy of my parent(s) 2022 federal tax return and applicable schedules.** *Note: The Financial Aid Office processes Verification when your parent(s) tax transcript(s) is on file.*
- ☐ My parent(s) was/were not employed, had no income earned from work in 2023 AND was/were not required to file a 2023 tax return. My parent(s) attached their **IRS Verification of Non-Filing Letter for 2023**, dated on or after October 1, 2023 or requested the letter from the IRS, and I will submit the form upon receipt. *Note: The Financial Aid Office processes Verification when your parent(s) non-filing letter(s) is on file.*
- ☐ My parent(s) was/were employed in 2023 but was/were NOT required to file a tax return. My parent(s) attached their **IRS Verification of Non-Filing Letter for 2023**, dated on or after October 1, 2023 or requested the letter from the IRS, and I will submit the form upon receipt.

Complete the chart below (DO NOT ESTIMATE) and attach copies of all 2023 W-2s and earning statements

Employer	Amount Earned



Eastern WV CTC
316 Eastern Drive Moorefield, WV
26836 **Phone:** 304-434-8000
FAX: 304-434-7004
FINAID@easternwv.edu

If an Independent Student or Parents of a Dependent Student did NOT file a 2023 Tax Return they must provide a Verification of Non-Filing Letter from the IRS for 2023.

Independent students who are married, if their spouse did not file a 2023 tax return they must also provide a Verification of Non-Filing Letter from the IRS for their spouse. You obtain a Verification of Non-Filing Letter by using the [IRS Form 4506-T](#) (be sure to check box on line 7) or by using the Get Transcript Online option.

If you are unable to obtain verification of non-filing from the IRS and you have waited the 15 business days for a response from the IRS, you must document the attempt and contact us for a special statement to sign.

Signing this form certifies all information reported on both pages is complete and correct. The student and at least one parent (of a dependent student) must sign this form.

Student Signature

Date

Parent Signature (Dependent student only)

Date

Submit to:

Eastern WV CTC
316 Eastern Drive Moorefield, WV 26836
FAX: 304-434-7004
EMAIL: FINAID@easternwv.edu

Financial Aid Administrator

