



**Dependent Student  
Verification Worksheet  
2024-2025**

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, a comparison of your FAFSA with the information on this worksheet will be done along with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to our office. Additional information may be requested. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

**A. Student's Information**

Student's GSU ID Number	Student's Last Name	Student's First Name	Student's M.I.
Student's Mailing Address (include apt. no.)		City	State
/ /		/ /	Zip Code
Social Security Number ( )	Date of Birth (mm/dd/yy) ( )	Driver's License Number	Student's Email Address / /
Student's Home Phone Number	Alternate or Cell Phone Number	State of Residence and date you became a resident	

**B. Student's Household Information** List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025, or if other children would be required to provide parental information if they were completing a FAFSA for 2024–2025. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Name	Age	Relationship to Student

**C. INTENDED LIVING ARRANGEMENTS:**

Both on and off campus housing living arrangements require an application. Find application here:

<https://www.glenville.edu/student-life/forms>

\_\_\_\_\_ Campus Housing

\_\_\_\_\_ Off Campus Without Parents

\_\_\_\_\_ Off Campus With Parents – Students must be approved to live off campus by the Office of Student Life

Are you enrolled in the Online Degree program? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, are you a \_\_\_\_\_ Military Veteran or \_\_\_\_\_ First Responder?

Are you interested in Work Study? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you in a Graduate Degree Program \_\_\_\_\_ Yes \_\_\_\_\_ No

#### D. STUDENT TAX RETURN FILERS

**Important Note:** An individual who filed an amended IRS income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- ♦ Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- ♦ A 2022 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- ♦ A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

**If you have been a victim of identity theft, please contact our office for instructions.**

If 2022 income tax return information for the student was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules**

A 2022 IRS Tax Return Transcript may be obtained through:

- ♦ **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- ♦ **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- ♦ **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- ♦ **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

#### E. STUDENT NOT FILING TAX RETURN:

Complete this section if you did not file a 2022 income tax return with the IRS. You may also need to submit a letter of Non-filing from the IRS. You can request this letter by mail with the Form 4506-T. The form is available at [www.irs.gov](http://www.irs.gov) or in the Financial Aid Office.

**Check the box that applies:**

- I was not employed and had no income earned from work in 2022.
- I was employed in 2022 and have listed below the names of all my employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. (Attach copies of all 2022 IRS W-2 forms issued by employers. List every employer even if they did not issue an IRS W-2 form.) If more space is needed, attach a separate page with your name and GSU ID number at the top.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?

#### D. PARENT TAX RETURN FILERS

**Important Note:** An individual who filed an amended IRS income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- ♦ Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- ♦ A 2022 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- ♦ A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

**If you have been a victim of identity theft, please contact our office for instructions.**

If 2022 income tax return information for the parent was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules

A 2022 IRS Tax Return Transcript may be obtained through:

- ♦ **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- ♦ **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- ♦ **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- ♦ **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

#### PARENT NOT FILING TAX RETURN:

Complete this section if you did not file a 2022 income tax return with the IRS. You may also need to submit a letter of Non-filing from the IRS. You can request this letter by mail with the Form 4506-T. The form is available at [www.irs.gov](http://www.irs.gov) or in the Financial Aid Office.

**Check the box that applies:**

- I or my spouse (if married) was not employed and had no income from work in 2022
- I and/or my spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022 and whether an IRS W2 form is attached. (Attach copies of all 2022 IRS W2 forms issued by employers.) List every employer even if the employer did not issue an IRS form.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?

J. Have you attended any school since high school? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please list all school(s) and date(s) attended:

\_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

K. Will you receive educational benefits from National Guard, Rehabilitation, AmeriCorps or any outside Scholarships?

\_\_\_\_\_ Yes \_\_\_\_\_ No If so, list type and anticipated yearly amount.

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

If asked, I will provide any additional documents requested. By signing this worksheet, I certify that all of the information reported to qualify for federal student aid is complete and correct.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Student's Signature Date  
\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
One Parent's Signature Date

Mail: Office of Financial Aid  
Glennville State University  
200 High Street  
Glennville, WV 26351

Phone: 304-462-6170  
Email: [financial.aid@glennville.edu](mailto:financial.aid@glennville.edu)

Secure Upload – [www.cognitofrms.com/GlennvilleStateCollege1/FinancialAidUploadUtility](http://www.cognitofrms.com/GlennvilleStateCollege1/FinancialAidUploadUtility)