



Dependent Student Verification Worksheet 2026-2027

Your 2026–2027 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 parent(s) reported on your FAFSA. To verify that you provided correct information, a comparison of your FAFSA with the information on this worksheet will be completed, 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.

SECTION A. STUDENT 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/yyyy)		Driver's License State & Number		Student's Email Address	
()		()				/ /	
Student's Home Phone Number		Alternate or Cell Phone Number		State of Residence		Date you became a resident	

SECTION B. INTENDED LIVING ARRANGEMENTS

Both on-campus and off-campus (*even if enrolled in a fully online degree program*) students are required to complete an application for living arrangements. Please note there is a **\$100 non-refundable room deposit required for on-campus housing**. Call our Cashier's Office at 304-462-6190 to make your deposit.

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

- _____ Campus Housing
_____ Off-Campus without Parents
_____ Off-Campus with Parents

Are you enrolled in an online only program? _____ Yes _____ No

If you answered “yes” to the fully online degree program question, are you a

____ Veteran ____ First Responder ____ Dept of Corrections employee?

Please answer all questions:

Even if you are enrolled fully online, are you interested in work-study (work on campus)?

Yes No

Will you receive sponsorship from the Division of Rehabilitation Services?

Yes No

Are you enrolled in a Master's degree program?

Yes No

SECTION C. STUDENT'S FAMILY SIZE: 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, 2026, through June 30, 2027, or if other children would be required to provide parental information if they were completing a FAFSA for 2026–2027. 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, 2027.

[illegible]

SECTION D. STUDENT TAX RETURN FILERS

Important Note: An individual who filed an amended IRS income tax return for tax year 2024 must provide a signed copy of the 2024 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that includes the change(s) made by the IRS, in addition to one of the following:

- ☐ Updated income and tax information from the IRS on an electronic FAFSA record with all tax information from the original tax return;
- ☐ A 2024 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 2024 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 2024 income tax return information for the student was not available or could not be used, the students should provide the institution with a 2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 federal income tax return and applicable schedules.

A 2024 IRS Tax Return Transcript may be obtained through:

Get Transcript by Mail – Go to www.irs.gov, click "Get your tax records and transcripts." 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, click "Get your tax records and transcripts." Click "Sign in to your online account." You will need to create an ID.me account if you do not already have one. Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." If you need help creating an ID.me account or verifying your identity, visit the [IRS and ID.me – ID.me Help Center](#).

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.

SECTION E. STUDENT NOT FILING TAX RETURN:

Complete this section if you did not file a 2024 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 IRS Form 4506-T. The form is available at 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 2024.
- ☐ I was employed in 2024 and have listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form is attached. (Attach copies of all 2024 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 GSU student ID number at the top.

Employer's Name	2024 Amount Earned	IRS W-2 Attached?

SECTION F. PARENT TAX RETURN FILERS

Important Note: An individual who filed an amended IRS income tax return for tax year 2024 must provide a signed copy of the 2024 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that includes the change(s) made by the IRS, in addition to one of the following:

- ☐ Updated income and tax information from the IRS on an electronic FAFSA record with all tax information from the original tax return;
- ☐ A 2024 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 2024 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 2024 income tax return information for the student was not available or could not be used, the students should provide the institution with a 2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 federal income tax return and applicable schedules.

A 2024 IRS Tax Return Transcript may be obtained through:

Get Transcript by Mail – Go to www.irs.gov, click "Get your tax records and transcripts." 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, click "Get your tax records and transcripts." Click "Sign in to your online account." You will need to create an ID.me account if you do not already have one. Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." If you need help creating an ID.me account or verifying your identity, visit the [IRS and ID.me – ID.me Help Center](#).

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.

SECTION G. PARENT(S) NOT FILING TAX RETURN:

Complete this section if you or your spouse, if married, did not file a 2024 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 IRS Form 4506-T. The form is available at www.irs.gov or in the Financial Aid Office.

Check the box that applies:

- ☐ I (and my spouse, if married) was not employed and had no income earned from work in 2024.
- ☐ I and/or my spouse was employed in 2024 and have listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form is attached. (Attach copies of all 2024 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 student's GSU ID number at the top.

Employer's Name	2024 Amount Earned	IRS W-2 Attached?

SECTION H. EDUCATION HISTORY

Did you take dual enrollment courses while attending high school? _____ Yes _____ No

If “yes,” what institution were the dual enrollment courses through? _____

Have you attended any other school/college since high school? _____ Yes _____ No

If “yes,” please list below all school(s)/college(s) and date(s) attended.

**Note: If you have not done so already, please go ahead and request OFFICIAL transcripts from each college previously attended, including dual enrollment institutions. Transcripts need to be sent directly to admissions@glenville.edu.*

_____	From: ____/____/____ to ____/____/____
_____	From: ____/____/____ to ____/____/____
_____	From: ____/____/____ to ____/____/____

SECTION I: ADDITIONAL AID

Will you receive educational benefits from National Guard, Voc Rehabilitation, AmeriCorps, or any external scholarships?

_____ Yes _____ No If “yes,” list type and anticipated annual amount.

Name: _____ Amount: \$_____ Is this ____ Annual or ____ Per Semester?

Name: _____ Amount: \$_____ Is this ____ Annual or ____ Per Semester?

Name: _____ Amount: \$_____ Is this ____ Annual or ____ Per Semester?

SPECIAL CIRCUMSTANCES REQUEST: *If there has been a significant change in your family’s financial situation since 2024, please reach out to our office for options to assist you.*

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

If you have any questions, please contact us at (304) 462-6170 or by email at financial.aid@glenville.edu.

Return all documents to:

Secure Upload – www.cognitofrms.com/GlenvilleStateCollege1/FinancialAidUploadUtility

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

Email: financial.aid@glenville.edu