



## OFFICE OF FINANCIAL AID

### 2023-24 DEPENDENT STANDARD VERIFICATION WORKSHEET (V1)

- Your 2023-24 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 2023-24 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

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

## STEP 2: HOUSEHOLD INFORMATION

(USE ADDITIONAL PAPER IF NECESSARY)

**In the chart below, include the following:**

- Yourself.
- Your parent(s)/step-parent(s) (**do not include non-custodial parent**).
- Your parents other children if:
  - (a) The parents/step-parents will provide more than half of their support from July 1, 2023-June 30, 2024.
  - (b) The children would be required to provide parental information when applying for federal student aid.
- Other people if they now live with your parents/step-parents, and your parents/step-parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2023-June 30, 2024.
- Write in the name of the college for any household member (except parents/step-parents) who will be attending at least half time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma or certificate program.

FULL NAME OF FAMILY MEMBER (AS OUTLINED ABOVE)	RELATIONSHIP TO STUDENT	AGE	NAME OF COLLEGE ATTENDING IN 2023-24
	self		Wofford College

## STEP 3: TAX FILING STATUS

(COMPLETE BOTH STUDENT AND PARENT SECTIONS)

### STUDENT

**Did the student file taxes for 2021?**

**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 2021 W-2's).

**NO:** The student did not work nor file taxes in 2021.

### PARENT

**Did one or both parents listed on the previous page file a 2021 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 2021 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)	2021 IRS W-2 RECEIVED? (Yes or No)	2021 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  
(ELECTRONIC SIGNATURES NOT ACCEPTABLE)

\_\_\_\_\_  
DATE

**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 2021 TAX DATA

If you have **filed a 2021 tax return**, we must collect your tax data for verification purposes.

If you have **already used the IRS Data Retrieval Tool on the FAFSA**, you do not need to supply us with your tax data.

If not, please complete one of the following:

### 1. Directly through the FAFSA \*Preferred Method\*

#### DATA RETRIEVAL TOOL INSTRUCTIONS:

**Step 1:** Log onto [www.fafsa.gov](http://www.fafsa.gov) using your FSA ID and password.

**Step 2:** Select "Make FAFSA Corrections."

**Step 3:** Create a "Save Key" and click next.

**Step 4:** Navigate to the "Financial Information" tab at the top of the page. This takes you to student financial information.

To navigate to parent, scroll to the bottom of the page and click next.

**Step 5:** Verify that answer to "Have you completed your IRS Income tax return" is "Already Completed" in the drop down menu.

**Step 6:** Answer the question regarding your filing status.

**Step 7:** Answer "No" to the next three questions, if no is the correct answer.

**Step 8:** You will be leaving the FAFSA website temporarily. Click "OK."

**Step 9:** Enter the requested information. Click Submit. The information should match what is listed on your 2021 tax return.

**Step 10:** Check the box for "Transfer My Tax Information into the FAFSA" and click "Transfer Now." **Please note: You will not be able to view or change any of the imported tax data.**

**Step 11:** Navigate to the bottom of the page and click "Next."

**Step 12:** Verify your changes and click "Next."

**Step 13:** You will be prompted to sign the FAFSA again. Both a parent and student electronic signature are required if parental information is changed. Click agree and sign at the bottom, then click "SUBMIT MY FAFSA NOW." **Please note: It takes approximately 3 business days for Wofford to receive the updated FAFSA.**

### 2. Submit a SIGNED copy of your 2021 tax return submitted to the IRS (including Schedules 1-3 and Schedule C, if applicable).

### 3. Directly from the IRS online at [www.IRS.gov](http://www.IRS.gov).

#### A. 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 2021 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.

### 4. 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.