

Your 2023–2024 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, if a dependent student, reported on your FAFSA. To verify that you provided correct information the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You, and at least one parent if you are a dependent student, must complete and sign this worksheet, attach any required documents, and submit the form and required documents to Enrollment Services. We may ask for additional information. If you have questions about verification, contact Enrollment Services as soon as possible so that your financial aid will not be delayed.

**STUDENT’S INFORMATION**

<i>Student’s Last Name</i>	<i>Student’s First Name</i>	<i>Student’s M.I.</i>	<i>Student’s ID Number</i>
<i>Student’s Street Address (include apt. no.)</i>			<i>Student’s Date of Birth</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Student’s Email Address</i>
<i>Student’s Home Phone Number (include area code)</i>			<i>Student’s Cell Phone Number</i>

**NUMBER OF HOUSEHOLD MEMBERS & NUMBER IN COLLEGE**

**INDEPENDENT Students (parent information not required on FAFSA):** List the people in **your household**. Include yourself, your spouse if you have one, and your children **if** you will provide more than half of their support from July 1, 2023 through June 30, 2024. Include other people **only** if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

**DEPENDENT Students (parent information required on FAFSA):** List the people in your custodial **parents’ household**. Include yourself, your parent/stepparent (even if you don’t live with them), and your parent/stepparent’s children who live with them. Include parent/stepparent’s other children who do not live with them **if** your parent/stepparent will provide more than half of their support from July 1, 2023 through June 30, 2024, or **if** the children would be required to give parental information when completing a FAFSA for 2023-2024. List any other people who now live in your parent/stepparent’s household **if** your parent/stepparents provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

List **all household members** below. Include the college name for any family member, who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024. **Do not include college information for parents.**

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Western New England</i>	

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

## STUDENT'S 2021 INCOME INFORMATION

**Important Note:** The instructions below apply to the student and spouse if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

**1. Check only one box below.**

- The student has used the IRS Data Retrieval Tool (DRT) in FAFSA on the Web to retrieve and transfer 2021 IRS income tax return information into the FAFSA.
- The student is unable or chooses not to use the IRS DRT and instead will provide a copy of the **2021 IRS Tax Return Transcript**. A 2021 Tax Return Transcript can be obtained online at [www.irs.gov/transcript](https://www.irs.gov/transcript) or by calling 1-800-908-9946. Make sure to order the Tax Return Transcript and not the Tax Account Transcript.
- The student will not file and is not required to file a 2021 federal income tax return. (See number 2 below.)

**2. If you did not file** and are not required to file a 2021 federal income tax return, list below your employer(s) and any income received in 2021. Please submit copies of any W-2 forms or other earnings statements. **NOTE: For Independent Students, provide documentation using Form 4506-T (check box 7) found at <https://www.irs.gov/uac/about-form-4506t> dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS.**

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
ABC's Auto Body Shop (example)	\$2,000.00	Yes
<b>Total Amount of Income Earned from Work in 2021</b>	\$	

## PARENT(S)' 2021 INCOME INFORMATION

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

**1. Check only one box below.**

- The parent(s) used the IRS Data Retrieval Tool (DRT) in FAFSA on the Web to retrieve and transfer 2021 IRS income tax return information into the FAFSA.
- The parent(s) is/are unable or chooses not to use the IRS DRT and instead will provide a copy of **2021 IRS Tax Return Transcript**. A 2021 Tax Return Transcript can be obtained online at [www.irs.gov/transcript](https://www.irs.gov/transcript) or by calling 1-800-908-9946. Make sure to order the Tax Return Transcript and not the Tax Account Transcript.
- The parent(s) will not file and is/are not required to file a 2021 federal income tax return. (See number 2 below.)

**2. If your parent(s) did not file** and is/are not required to file a 2021 federal income tax return, list below your parent(s)' employer(s) and any income they received in 2021. Please submit copies of any W-2 forms or other earnings statements. **NOTE: Provide documentation using Form 4506-T (check box 7) found at <https://www.irs.gov/uac/about-form-4506t> dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS.**

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
ABC's Auto Body Shop (example)	\$2,000.00	Yes
<b>Total Amount of Income Earned from Work in 2021</b>	\$	

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**INDIVIDUALS WHO FILED A 2021 AMENDED IRS INCOME TAX RETURN**

An individual who filed an amended IRS income tax return for tax year 2021 must provide:

- A **signed** copy of the **2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return,"** that was filed with the IRS or documentation from the IRS that include the changes made by the IRS; **AND**
- A **2021 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed)

**OR**

- A **2021 Record of Account Transcript**

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**INDIVIDUALS WHO WERE VICTIMS OF IRS TAX-RELATED IDENTITY THEFT**

An individual who was the victim of IRS tax-related identity theft must provide:

- A **2021 Tax Return DataBase View (TRDBV)** transcript obtained from the IRS by calling 1-800-908-4490, or any other IRS tax transcript(s) that includes all the income and tax information required to be verified; **AND**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

**IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed at the Institution)**

1. The student **must appear in person** at Western New England University to verify his or her identity by presenting an **unexpired** valid government-issued photo identification (ID), such as, but not limited to:
  - driver’s license
  - other state-issued ID
  - passport
2. In addition, the student must sign, **in the presence of the institutional official**, the statement below.

The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

**STATEMENT OF EDUCATIONAL PURPOSE**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
*Print Student’s Name*

Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Western New England University for 2023-2024.

\_\_\_\_\_  
*Student’s Signature*

\_\_\_\_\_  
*Student’s ID Number*

\_\_\_\_\_  
*Date*

If the student is **unable to appear in person at Western New England University** to verify his or her identity, **the student may have a notary outside of the university verify his or her identity**. He/she must provide one of the forms of identification listed above in person to the notary and provide a copy of this identification to Western New England University along with the above Statement of Educational Purpose signed and notarized.

**NOTARY’S CERTIFICATE OF ACKNOWLEDGEMENT**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
*(Date)* *(Notary’s name)*

personally appeared, \_\_\_\_\_, and provided to me  
*(Printed name of signer)*

on basis of satisfactory evidence of identification \_\_\_\_\_  
*(Type of unexpired government-issued photo ID provided)*

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal** \_\_\_\_\_  
*(seal)* *(Notary signature)*

My commission expires on \_\_\_\_\_  
*(Date)*

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**CERTIFICATION AND SIGNATURES**

Each person signing this worksheet certifies that all the information reported is complete and correct. If student is dependent, the parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
***Student's Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Parent's Signature (required if student is dependent)***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Spouse's Signature (optional if student is independent)***

\_\_\_\_\_  
***Date***

**Return to: Western New England University  
Enrollment Services, 1215 Wilbraham Road, Springfield MA 01119-2684  
Fax: 413-796-2081 Tel: 413-796-2080  
[finaid@wne.edu](mailto:finaid@wne.edu)  
[www1.wne.edu/enrollment-services](http://www1.wne.edu/enrollment-services)**