



RETURN TO: Office of Financial Aid | 101 Gates Hall
 1900 W. 7th Street, CMB #1266, Plainview, TX 79072
 finaid(yourcampus)@wbu.edu or finaidthelp@wbu.edu (Plainview)

Independent Student Verification Worksheet

Student's Name _____ Student ID _____
Last First

STEP 1: Household Information – 2023-24 Academic Year

Marital Status: Single Divorced Widowed
 Married Separated

Carefully read the instructions and, in the chart below, include:

- Student
- Student's Spouse (if applicable)
- Your dependent children if you will provide more than half of their support and will continue to do so from July 1, 2023 through June 30, 2024.
- Other people only if they live with you and you provide more than half their support and will continue to do so from July 1, 2023 through June 30, 2024.
- College information for those attending at least half-time during the 2023-24 academic year in a program leading to a degree, diploma, or certificate.

Full Name	Age	Relationship	College	Enrollment <small>(full-time, half-time, etc.)</small>	Expected Grad Date
		Student	Wayland Baptist University		

STEP 2: Student's 2021 Tax Filing Status

Did you file or were you required to file a 2021 U.S. Federal Income Tax Return?

- Yes.** Use the IRS Data Retrieval Tool (DRT) in the *FAFSA on the Web* to transfer your IRS income information into your FAFSA; **or** submit your *2021 IRS Tax Return Transcript* (irs.gov); **or** submit a signed copy of your *2021 Form 1040 U.S. Income Tax Return*. Continue to STEP 3.
- No, and I had no earnings from work.** Submit a *Verification of Non-filing Letter* from the IRS for 2021 (obtained by using the IRS Get Transcript Tool or filing the IRS Form 4506-T). Continue to STEP 3.
- No, but I had some earnings from work.** List all sources and amounts of income from 2021 (below). Submit a *Verification of Non-filing Letter* from the IRS for 2021 (obtained by using the IRS Get Transcript Tool or filing the IRS Form 4506-T) and copies of all Form W-2(s) and Form 1099-MISC(s). Continue to STEP 3.

Source of 2021 Income - Student	Amount
	\$
	\$

STEP 3: Spouse's 2021 Tax Filing Status

If you are married, did your spouse file or was he/she required to file a 2021 U.S. Federal Income Tax Return?

- Yes.** Use the IRS Data Retrieval Tool (DRT) in the *FAFSA on the Web* to transfer your spouse's IRS income information into your FAFSA; **or** submit your spouse's *2021 IRS Tax Return Transcript* (irs.gov); **or** submit a signed copy of your spouse's *2021 Form 1040 U.S. Income Tax Return*. Continue to STEP 4.
- No, and my spouse had no earnings from work.** Submit a *Verification of Non-filing Letter* for your spouse from the IRS for 2021 (obtained by using the IRS Get Transcript Tool or filing the IRS Form 4506-T). Continue to STEP 4.
- No, but my spouse had some earnings from work.** List all sources and amounts of your spouse's income from 2021 (below). Submit a *Verification of Non-filing Letter* for your spouse from the IRS for 2021 (obtained by using the IRS Get Transcript Tool or filing the IRS Form 4506-T) and copies of all your spouse's Form W-2(s) and Form 1099-MISC(s). Continue to STEP 4.

Source of 2021 Income – Spouse	Amount
	\$
	\$

STEP 4: Other 2021 Income Information

Please report all applicable income information for you and your spouse (if married) below for the 2021 tax year. Enter \$0 for any field that does not apply.

STUDENT & SPOUSE	
\$	Child support PAID to another household during 2021 (attach separate sheet if needed). Paid for _____ Paid to _____
\$	Paid for _____ Paid to _____
\$	Child support RECEIVED for all children (including student) during 2021. Do not include foster care or adoption payments.
\$	Other untaxed income not reported elsewhere (e.g., workers' compensation, disability, clergy housing & living allowances, military basic allowance for subsistence (not housing), money received or paid on your behalf, etc.). Source: _____

STEP 5: Certification

I certify that all of the information reported on this worksheet is complete and correct.

Student Signature _____ Date _____

Spouse Signature _____ Date _____

Please sign and submit completed worksheet with supporting documentation to the Office of Financial Aid. Both student and spouse (if married) signature are required for document to be valid.