



Widener University

Commonwealth Law School

Financial Aid Office

2023-2024 FEDERAL VERIFICATION WORKSHEET

PLEASE FILL OUT ALL STEPS. DO NOT LEAVE ANY BLANKS.

STEP 1 – STUDENT INFORMATION

Last Name First Name Last four digits of Social Security Number (xxx-xx-1234) Student ID Number

Permanent Address Street & Number City/State/Zip Date of Birth

Cell Phone Number (Include Area Code) Home Phone Number (Include Area Code) Email Address

STEP 2 – FAMILY INFORMATION

Include:

- **Yourself**
- **Your spouse** (if you are married)
- **Your children** if you will provide more than half of their support from July 1, 2023 through June 30, 2024
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2023 through June 30, 2024
- **Do not include children for whom you or your spouse pay child support.**

Full Name	Age	Relationship	Name of College/Degree Program (If at least half-time 2023-2024)
		Self	Widener University Commonwealth Law School

Please note that you must provide your Widener Student ID Number on all of the Forms you submit. Documents will not be reviewed if the ID Number is missing.

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STEP 3 – STUDENT TAX TRANSCRIPT & INCOME INFORMATION – CALENDAR YEAR 2021

Did you or were you required to file a 2021 Federal Income Tax Return? **You must check yes or no.**

☐ **YES** Please transfer the information by using the **IRS Data Retrieval Tool** available through the student's **FAFSA**. Skip ahead to STEP 4.

***NOTE: Not all tax filers will be eligible to use the IRS Data Retrieval Tool; please visit <https://studentaid.gov/h/apply-for-aid/fafsa> for more information on who can and cannot use the Data Retrieval Tool. If you are unable to utilize the IRS Data Retrieval Tool, you must attach an official IRS Federal Tax Return Transcript OR a signed copy of your 1040 Federal Tax Return filed. To request official transcripts visit <https://www.irs.gov>.**

☐ **NO** You must submit an official IRS 2021 Verification of Non-filing letter along with a Wage and Income Transcript both available through <https://www.irs.gov>. Complete the table below. If applicable, enter zeros then continue to STEP 4. Do not leave blank.

Source of Income, you must submit a copy of your 2021 W2 or 1099 statements (Fill out only if you did NOT file taxes)	Amount Earned in 2021
TOTAL	

NOTE: To request a Tax Return Transcript, Verification of Non-filing, or a Wage and Income Statement, go to <https://www.irs.gov>. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.

STEP 4 – SPOUSE TAX TRANSCRIPTS & INCOME INFORMATION – CALENDAR YEAR 2021

Did you or were you required to file a 2021 Federal Income Tax Return? **You must check N/A, yes or no.**

☐ **N/A** Independent or Unmarried Student

☐ **YES** Please transfer the information by using the **IRS Data Retrieval Tool** available through the student's **FAFSA**. Skip ahead to STEP 5.

***NOTE: Not all tax filers will be eligible to use the IRS Data Retrieval Tool; please visit <https://studentaid.gov/h/apply-for-aid/fafsa> for more information on who can and cannot use the Data Retrieval Tool. If you are unable to utilize the IRS Data Retrieval Tool you must attach an official IRS Federal Tax Return Transcript OR a signed copy of your 1040 Federal Tax Return filed. To request official transcripts visit <https://www.irs.gov>.**

☐ **NO** Your spouse must submit an official IRS 2021 Verification of Non-filing letter along with a Wage and Income Transcript both available through <https://www.irs.gov>. Complete the table below. If applicable, enter zeros then continue to STEP 5. Do not leave blank.

Source of Income, you must submit a copy of your 2021 W2 or 1099 statements (Fill out only if you did NOT file taxes)	Amount Earned in 2021
TOTAL	

NOTE: To request a Tax Return Transcript, Verification of Non-filing, or a Wage and Income Statement, go to <https://www.irs.gov>. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.

STEP 5 – CERTIFICATION: By signing this worksheet, I certify all the information reported is complete and correct.

Student Signature

Date

Student Name (Please Print)

Updated 10/10/2022