

**BridgeValley Community and Technical College**  
**Financial Aid Office**  
**2023-2024 Verification Worksheet**

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called verification. The law requires our office to confirm the information you and your parents (if you are a dependent student) reported on your FAFSA prior to awarding Federal Student Aid. To verify you provided accurate information, we will compare your FAFSA with the information on this worksheet and any other required documents. If discrepancies are found during this process, your FAFSA may need to be corrected. You must complete and sign this worksheet, attach any required documentation, and submit to the Financial Aid Office. If you are a dependent student, at least one parent must sign this worksheet. Based on your answers on this worksheet, we may ask for additional information. If you have questions about verification, contact our office as soon as possible to avoid delays with your financial aid.

**A. Student Information**

Student's Last Name	Student's First Name	Student's M.I.	Student's ID Number (B#)
Student's Street Address (include apt. no.)			City
Student's Email Address			State
			Zip Code
			Student's Home Phone Number

**B. Household Information**

**Dependent Student's Family Information from July 1, 2023-June 30, 2024**

List below the people in your parent's household including yourself, parents (including stepparent), siblings, etc., even if everyone does not live in one house. List only those that your parents supply more than half of their support or if the other children would be required to supply parent information if they were completing a 2023-2024 FAFSA. Also, indicate any household member (not including parents) that will be attending a college/university.

**Independent Student's Family Information from July 1, 2023-June 30, 2024**

List below the people in your household including yourself, spouse, children, etc., even if not everyone lives in one house. List only those that you and/or your spouse supply more than half of their support. Also, indicate any household member that will be attending a college/university.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time?
		Student	BridgeValley CTC	

Signing this form certifies all information reported on both pages is complete and correct. The student and at least one parent (of a dependent student) must sign and date this form.

Student Signature	Date	Parent Signature	Date
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Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

BridgeValley CTC – Financial Aid Office: 2001 Union Carbide Drive South Charleston, WV 25303 FAX: (304) 734-6630  
[finaid@bridgevalley.edu](mailto:finaid@bridgevalley.edu) : In order to ensure that your documents are securely transmitted to us, if emailing forms, please password protect your document attachments and provide us with your password in a separate email.  
 Instructions for encrypting an attachment are available at [www.bridgevalley.edu/verification](http://www.bridgevalley.edu/verification)

Student Name: \_\_\_\_\_

Student ID #  B  \_\_\_\_\_

**C. Student Income Information**

Check ONE option below that applies to you (the student).

<input type="checkbox"/>	I used or will use the <b>IRS DRT</b> within the FAFSA on the Web to transfer 2021 IRS income tax return information into my FAFSA. Note: The Financial Aid Office processes Verification when your transferred data is on file.								
<input type="checkbox"/>	I attached my (and my spouse's) <b>2021 IRS Tax Return Transcript or a signed copy of my 2021 federal tax return and applicable schedules</b> . Note: The Financial Aid Office processes Verification when your tax transcript(s) is on file.								
<input type="checkbox"/>	I was not employed (nor my spouse), had no income earned from work in 2021 AND did not file a 2021 tax return. Independent students (and their spouse) must provide an <b>IRS Verification of Non-Filing Letter for 2021</b> , dated on or after October 1, 2022. Note: The Financial Aid Office processes Verification when your non-filing letter(s) is on file.								
<input type="checkbox"/>	I was employed (or my spouse) in 2021 but was NOT required to file a tax return. <u>Independent</u> students (and their spouse) must provide an <b>IRS Verification of Non-Filing Letter for 2021</b> dated on or after October 1, 2022. Complete the chart below (DO NOT ESTIMATE) and attach copies of all 2021 W-2s and earning statements.								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Employer</th> <th style="width: 50%; text-align: center;">Amount Earned</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Employer	Amount Earned						
Employer	Amount Earned								

**D. Parent Income Information (for Dependent Students Only)**

Check ONE option below that applies to the parent(s) listed on page 1 of this form and the 2023-2024 FAFSA

<input type="checkbox"/>	My parent(s) used or will use the <b>IRS DRT</b> within FAFSA on the Web to transfer 2021 IRS income tax return information into my FAFSA. Note: The Financial Aid Office processes Verification when your parent(s) transferred data is on file.								
<input type="checkbox"/>	My parent(s) attached their <b>2021 IRS Tax Return Transcript or a signed copy of my parent(s) 2021 federal tax return and applicable schedules</b> . Note: The Financial Aid Office processes Verification when your parent(s) tax transcript(s) is on file.								
<input type="checkbox"/>	My parent(s) was/were not employed, had no income earned from work in 2021 AND was/were not required to file a 2021 tax return. My parent(s) attached their <b>IRS Verification of Non-Filing Letter for 2021</b> , dated on or after October 1, 2022 or requested the letter from the IRS, and I will submit the form upon receipt. Note: The Financial Aid Office processes Verification when your parent(s) non-filing letter(s) is on file.								
<input type="checkbox"/>	My parent(s) was/were employed in 2021 but was/were NOT required to file a tax return. My parent(s) attached their <b>IRS Verification of Non-Filing Letter for 2021</b> , dated on or after October 1, 2022 or requested the letter from the IRS, and I will submit the form upon receipt. Complete the chart below (DO NOT ESTIMATE) and attach copies of all 2021 W-2s and earning statements.								
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**If an Independent Student or Parents of a Dependent Student did NOT file a 2021 Tax Return, they must provide a Verification of Non-Filing Letter from the IRS for 2021.** Independent students who are married, if their spouse did not file a 2021 tax return they must also provide a Verification of Non-Filing Letter from the IRS for their spouse. You obtain a Verification of Non-Filing Letter by using the IRS Form 4506-T (be sure to check box on line 7) or by using the Get Transcript Online option. If you are unable to obtain verification of non-filing from the IRS and you have waited the 15 business days for a response from the IRS, you must document the attempt and contact us for a special statement to sign.