

# 2017-18 Standard Verification Worksheet

## Virginia Union University

Your financial aid application was selected by the U. S. Department of Education for review in a process called verification. In this process, we are required by federal law (34 CFR, Part 668) to compare the information submitted on your FAFSA with the information provided on this form and with the 2015 IRS Tax Return Transcript information (if applicable). If there are differences between the documents that have been submitted, corrections may be needed.

**We cannot process any federal financial aid for you until verification has been completed. Please provide the required documents along with this completed form within 15 days of receipt of this request.**

### A. Student's Information

Student's Last Name	First Name	M.I.	Student's SSN
Student's Street Address (include apt. number)			Student's Date of Birth
City	State	Zip Code	Student's Email
Student's Daytime Phone Number (include area code)			

### B. Family Information

Please list all of the members of your household below. This must include both of the dependent student's biological, adoptive or step-parent if the parents live together regardless of the marital status or gender. Please include the names of the college and enrollment status of each member in the household that will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary institution from October 1, 2016 to June 30, 2018. **Please circle the checkmark by the appropriate box below:**

- ✓ **DEPENDENT STUDENTS: Yourself and your parent(s)** (this includes a stepparent/parent's significant other) even if you do not live with them; Your parent(s)' other children if they will provide more than half of their support from October 1, 2016 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-18. Include children who meet either of these standards, even if they do not live with your parent(s). Also include other individuals in the household if they now live in your parent(s) household and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.
- ✓ **INDEPENDENT STUDENTS: Yourself and your spouse/significant other** (if applicable); your children, if you will be providing more than half of their support from October 1, 2016 to June 30, 2018; and any other individuals that currently live with you that you are providing more than half of their support and will continue to do so from October 1, 2016 to June 30, 2018.

Full Name	Age	Relationship	College	Enrollment at least half- time
<i>Student's name (example)</i>	18	<i>Self</i>	<i>Virginia Union University</i>	<i>yes</i>

Please attach a separate page to list additional family members.

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

### C. Income Information and Tax Forms

1. All tax filers' income must be verified by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web process that can be found at [www.fafsa.gov](http://www.fafsa.gov). If you did not use this, you may submit a 2015 Federal Tax Transcript. This can be obtained by calling the IRS at 1 (800)908-9946 and requesting a 2015 Tax Return Transcript or by going online to: [www.irs.gov](http://www.irs.gov) and selecting "Order a Return or Account Transcript link. Please make sure that you are requesting the tax return transcript and not the tax account transcript because the account transcript is not acceptable documentation. When submitting the document(s) to the Financial Aid Office, make sure that the student's name and ID number is written at the top of the tax return transcript for proper filing.
2. If the student worked and filed taxes, their transcript must also be included. **Verification cannot be completed until the IRS tax return transcript has been submitted to the Financial Aid Office.**
3. Non tax filers' **must** submit the IRS "Verification of Non filing". This document may be obtained by using the "Get Transcript Online" tool at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by submitting IRS Form 4506-T and checking box 7. The IRS will generally not issue a Verification of Non filing Letter for the 2015 tax year until after June 15, 2016. You also must list below **ALL** sources of income received in 2015. If you received an IRS W-2 form, a copy must be included with the submitted documentation.

Source of Income/Employer's Name	Student Amount	Parent or Spouse Amount	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>			<i>Yes (example)</i>

### D. Certification and Signatures

The student and one parent or spouse (if the student is independent) must sign and date this worksheet. Each person signing this worksheet certifies that the information reported on this document is complete and correct.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature or Spouse's Signature if dependent

\_\_\_\_\_  
Date

*The Financial Aid Office has the right to request any additional documentation needed to support any of the information provided on this worksheet.*

Submit this worksheet and supporting documents to:

**Virginia Union University, Financial Aid Office, 1500 North Lombardy Street, Richmond, Virginia 23220**  
**Office phone: (804) 257-5882; Fax: (804) 257-5797; Email: [finaid@vuu.edu](mailto:finaid@vuu.edu)**