

# 2023-2024 Aggregate Verification Worksheets 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 a copy of your 2021 IRS Tax Return (if applicable). If there are differences between the documents that have been submitted, corrections may be needed. This is a 3-page document – please complete all pages.

***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 your 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 July 1, 2023 to June 30, 2024. ***Please circle the check-mark 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 July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-24. 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, 2024.
- ✓ **INDEPENDENT STUDENTS: Yourself and your spouse/significant other** (if applicable); your children, if you will be providing more than half of their support from July 1, 2023 to June 30, 2024; 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 July 1, 2023 to June 30, 2024.

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.studentaid.gov](http://www.studentaid.gov). If you did not use this, you may submit a copy of your 2021 Federal Tax Return. If the student worked and filed taxes, a copy of their 2021 Tax Return must also be included. **Verification cannot be completed until a copy of the IRS tax return has been submitted to the financial aid office.**
2. Nontax filers must submit the IRS "Verification of Non filing". This document may be obtained by following the IRS contact information above (in number 1) and requesting "Verification of Non filing". You also must list below **ALL** sources of income received in 2021. 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. Statement of Identity and Educational Purpose

As required by the Department of Education, a student must complete the Identity and Statement of Educational Purpose. Complete either option #1 at Virginia Union University's Financial Aid Office or option #2 with a Notary.

#### Option #1

The student must appear in person at **Virginia Union University** to verify his or her identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID. In addition, the student must sign, in the presence of the institutional official, the following:

#### **Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this

Print Student's Name

Statement of Educational 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 **Virginia Union University** for 2023–2024.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Institutional Official

\_\_\_\_\_  
Date

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

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

**Option #2** – If the above named student is unable to appear at Virginia Union University to verify his or her identity, the above statement must be signed in the presence of a Notary. The student must verify his/her identity by providing a copy of valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.

***Notary's Certificate of Acknowledgement***

State of \_\_\_\_\_

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

On \_\_\_\_\_, before me, \_\_\_\_\_,  
Date Notary's Name

personally appeared, \_\_\_\_\_, and  
Printed name of signer, the student

provided to me on basis of satisfactory evidence of identification \_\_\_\_\_

Type of 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

**E. 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 Independent 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 the **ORIGINAL** worksheet and supporting documents to:

**Virginia Union University  
Financial Aid Office  
1500 North Lombardy Street  
Richmond, Virginia 23220  
Office phone: (804) 257-5882**