



2020–2021 Verification Worksheet - Dependent Student

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review. Complete this form so that we may continue processing your aid application. We will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected.

1. **YOU AND YOUR PARENT(S) MUST REVIEW, ACCURATELY COMPLETE, AND SIGN THIS WORKSHEET.**
2. **SUBMIT THE COMPLETED WORKSHEET AND OTHER DOCUMENTS IF REQUESTED BY THE FINANCIAL AID OFFICE.**

A. Student's Information (Dependent)

Student's Last Name _____ Student's First Name _____ Student's Middle Initial _____ Student's ID - **REQUIRED** _____ Last 4 Digits of Student's SSN _____

B. Student's Family Information

List below the names and ages of all members in your PARENT'S household that meet the definition here:

1. Yourself and your parent(s) (including a stepparent) even if you do not live with your parent(s)
2. Your parent(s)' other children *if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these descriptions, even if they do not live with your parent(s).*
3. Other people if they now live with your parent(s) 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, 2021.

NOTE: DO NOT INCLUDE PARENT COLLEGE INFORMATION BELOW. IF IT IS LISTED IT WILL BE DISREGARDED.

Full Name <u>of each</u> Household Member	Age	Relationship	College Name (if enrolled)	Will be Enrolled at Least 1/2Time
<i>Missy Jones (example)</i>	18	Sister	Virginia Union University	Yes
		Self		

C. Dependent Student's and Parent(s)' Financial Income Information to Be Verified

On this page, and the next, select one box from the six choices for each column, both Student and Parent(s):

Student	Parent(s)
<input type="checkbox"/> I filed a 2018 federal income tax return and transferred my tax data to the FAFSA using the IRS Data Retrieval Tool. ***Note: The Financial Aid Office must confirm the IRS Data was received on the FAFSA before this form will be processed. Instructions for using this tool are on the next page.	<input type="checkbox"/> I/We filed a 2018 federal income tax return and transferred tax data to the FAFSA using the IRS Data Retrieval Tool. ***Note: The Financial Aid Office must confirm the IRS Data was received on the FAFSA before this form will be processed. Instructions for using this tool are on the next page.
<input type="checkbox"/> I filed a 2018 federal income tax return, but did not use or was not eligible to use the IRS Data Retrieval Tool on my FAFSA. I have attached the required copy of my 2018 IRS Tax Return Transcript (not a copy of the filed tax return).	<input type="checkbox"/> I/We filed a 2018 federal income tax return(s), but did not use or was/were not eligible to use the IRS Data Retrieval Tool on my/our child's FAFSA. I have attached the required copy/copies of my/our 2018 IRS Tax Return Transcript(s) (not a copy of the filed tax return).
<input type="checkbox"/> I filed a 2018 federal income tax return, but had to file an amended return so I was not able to use the IRS Data Retrieval Tool. I have attached the required copy of my 2018 IRS Tax Return Transcript (not a copy of the filed tax return) and a copy of my filed 2018 IRS Form 1040X, which I signed.	<input type="checkbox"/> I/We filed a 2018 federal income tax return(s), but had to file an amended return(s) so I/we was/were not able to use the IRS Data Retrieval Tool. I/We have attached the required copy/copies of my/our 2018 IRS Tax Return Transcript(s) (not a copy of the filed tax return/returns) and a copy of my/our filed 2018 IRS Form 1040X(s), which is/are signed.
<input type="checkbox"/> I have been granted a 2018 income tax filing extension. As required, I have attached a copy of IRS Form 4868 that was filed for 2018, a copy of the IRS's approval of an extension beyond the automatic 6-month extension if additional time was requested, a Verification of Non-filing Letter from the IRS dated after 10/1/18, and all earning statements (W2s, 1099s, etc.). If self-employed, I have also included a signed statement with estimates of AGI and taxes paid. Note: If the extension date has passed we will require a copy of the IRS Tax Return Transcript.	<input type="checkbox"/> I/We have been granted a 2018 income tax filing extension. As required, we have attached a copy of IRS Form 4868 that was filed for 2018, a copy of the IRS's approval of an extension beyond the automatic 6-month extension if additional time was requested, a Verification of Non-filing Letter from the IRS dated after 10/1/18, and all earning statements (W2s, 1099s, etc.). If self-employed, we have also included a signed statement with estimates of AGI and taxes paid. Note: If the extension date has passed we will require a copy of the IRS Tax Return Transcript.

Student's Name: _____ ID: _____

Student	Parent(s)
____ I earned income but did not file, nor was I required to file, a 2018 federal income tax return. I have attached a Verification of Non-filing Letter from the IRS dated on or after 10/1/19, along with the required copies of all 2018 W2s, 1099s, and other wage statements. (See SECTION D if you cannot provide income documents.)	____ I/We earned income but did not file, nor was/were required to file, 2018 federal income tax return(s). I/we have attached a Verification of Non-filing Letter from the IRS dated on or after 10/1/19, along with the required copies of all 2018 W2s, 1099s, and other wage statements. (See SECTION D if you cannot provide income documents.)
____ I was not employed in 2018 and earned no income from work. I have attached a Verification of Non-filing Letter from the IRS dated on or after 10/1/19.	____ I/We was/were not employed in 2018 and earned no income from work. I/we have attached a Verification of Non-filing Letter from the IRS dated on or after 10/1/19.

***Instructions for using the IRS Data Retrieval Tool at www.fafsa.gov: To use the tool, go to www.fafsa.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into your FAFSA. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool if you electronically filed an IRS tax return, or up to eleven weeks for paper IRS tax return filers.

If you are unable to use the IRS Data Retrieval Tool or provide tax transcripts, contact the Financial Aid Office.

C. I am unable to provide 2018 W2s, 1099s, or other wage statements as required in section C above. In place of those documents I have listed all of my sources of income and amounts from 2018 below. Only complete this section if you did not and will not file taxes in 2018, had income, and are unable to provide documentation for your earnings. You are required to provide verification of non-filing from the IRS.

Source of Income	Name of Income Earner	Relationship to Student	2018 Total Amount Earned
Suzy's Auto Body Shop (example)	Suzy Smith	Mother	\$2,000.00

Certification and Signature: Each person signing this worksheet certifies that all the information reported on this worksheet is complete, correct, and the required attachments are provided. The student and one parent must sign and date this section. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student's Signature

Date

Parent's Signature

Date

Submit this form to the Office of Financial Aid at Virginia Union University, 1500 North Lombardy Street, Richmond, VA, 23220; Fax: (804) 257-5797; Email: finaid@vuu.edu
If additional space is needed, please attach another sheet with the student's name and student's ID.

