

# 2023-24 Verification Worksheet for Dependent Student

VERD-4

Your FAFSA was selected for a review process called *verification*. By law, before awarding or disbursing state and federal student aid, we must compare your FAFSA with the information provided on this worksheet and with any other required documents. If you wait and submit the required documents after the end of the semester or after you have withdrawn, you may not qualify for financial aid. **Complete all sections and attach the required documentation. Incomplete forms will not be processed.**

## STEP 1. Student Information

Student Name \_\_\_\_\_ VU ID# \_\_\_\_\_

Phone or cell # \_\_\_\_\_ E-mail \_\_\_\_\_

## STEP 2. Household Members and Number in College - Complete the table.

- Yourself
- Parent 1 and Parent 2 listed on your FAFSA, even if you don't live with them.
- Your parents' other children, even if they don't live with your parents, **if your parents will provide more than half of their support from July 1, 2023, through June 30, 2024**, or if they would be required to include parent data if they were completing a 2023-2024 FAFSA.
- Other people **ONLY** if they **now live with** the parents and the parents **will provide more than half** of that person's **support from July 1, 2023, through June 30, 2024**. Proof of support may be requested.
- Provide a college name for any member (except parents) who will be attending college at least half time (normally six credits per semester) or more in 2023-2024 to earn a degree or certificate.

Full Name of each Household Member	Date of Birth	Relationship to Student	College Name (for person enrolled at least half time)
		Self	Vincennes University
		Parent	XXXXXXXXXXXXXXXX
		Parent	XXXXXXXXXXXXXXXX

## STEP 3. Student - Tax Filing Status & Income Information

**Did you file a 2021 IRS Federal tax return, a relevant tax authority of a U.S. territory, or a Foreign tax return?**

<input type="checkbox"/> Yes.	If you did not use the IRS Data Retrieval tool when completing the 2023-2024 FAFSA, you must submit signed <b>2021 IRS federal tax return information</b> . See STEP 6 for instructions on how to request this information.												
<p><b>If <u>no</u>...</b> Check the box that applies and follow the instructions.  *See Step 6 for instructions on how to request 2021 W-2 forms.</p>	<input type="checkbox"/> I <u>did not</u> work for pay in 2021. I did not and was not required to file a 2021 federal tax return.												
	<input type="checkbox"/> I <u>did</u> work for pay in 2021. However, I did not and was not required to file a 2021 federal tax return. <i>If you checked this box: Complete the chart below and submit copies of 2021 W-2 forms from each employer.*</i>												
	<table border="1" style="width: 100%;"> <thead> <tr> <th>Employer's Name</th> <th>Amount Earned</th> <th>If W-2 is not attached, explain why.</th> </tr> </thead> <tbody> <tr> <td>EXAMPLE: My neighbor, J. Smith</td> <td>\$400.00</td> <td>No. Paid in cash for mowing lawn.</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Employer's Name	Amount Earned	If W-2 is not attached, explain why.	EXAMPLE: My neighbor, J. Smith	\$400.00	No. Paid in cash for mowing lawn.						
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**STEP 4. Parent - Tax Filing Status & Income Information**

**Did parent(s) file a 2021 IRS Federal tax return, a relevant tax authority of a U.S. territory, or a Foreign tax return?**

<input type="checkbox"/> Yes.	If parent(s) did not/could not use the IRS Data Retrieval Tool when completing the 2023-2024 FAFSA, they must submit signed <b>2021 IRS federal tax return information</b> . See STEP 6 for instructions on how they can request this information.															
If <b>no</b> ... Check the box that applies and follow the instructions.  *See Step 6 for instructions on how to request 2021 W-2 forms.	<p>Each non-filer must provide this letter. Federal student aid regulations require parents who did not file a 2021 federal tax return to submit an IRS Verification of Non-filing letter. If neither parent filed, <u>each parent</u> must submit an IRS Verification of Non-filing letter.</p> <p><input type="checkbox"/> My parent(s) <u>did not</u> work for pay in 2021. They did not and were not required to file a 2021 federal tax return. See STEP 6 for instructions on how to request a <b>required IRS Verification of Non-filing letter</b>.</p> <p><input type="checkbox"/> My parent(s) <u>did</u> work for pay in 2021. However, they did not and were not required to file a 2021 IRS federal tax return. See STEP 6 for instructions on how to request a <b>required IRS Verification of Non-filing letter</b>. Parents: Complete the chart below and submit copies of W-2 forms from each employer.*</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Employer's Name</th> <th style="width: 15%;">Amount Earned in 2021</th> <th style="width: 40%;">If W-2 is not attached, explain why.</th> </tr> </thead> <tbody> <tr> <td>EXAMPLE: My neighbor, J. Smith</td> <td>\$400.00</td> <td>No. Paid in cash for mowing lawn.</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Employer's Name	Amount Earned in 2021	If W-2 is not attached, explain why.	EXAMPLE: My neighbor, J. Smith	\$400.00	No. Paid in cash for mowing lawn.									
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**STEP 5. Certification & Signatures**

After submitting all documents, **DO NOT** make any changes to your FAFSA. If the results of verification yield a change in your financial aid offers, we will notify you via email to check your student account for the most up-to-date information. This form and all required documents can be submitted by mail, fax, or in person. Verification deadlines and the consequences of not meeting deadlines are available online at <https://www.vnu.edu/web/financial-services/verification>.

Each person signing certifies that all information reported is complete and correct. Warning: If you purposely give false or misleading information, you may be fined, sentenced to jail, or both. **Original signatures are required. Typed signatures are NOT accepted.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(This parent's information must be reported on the 2023-2024 FAFSA.)

**STEP 6. Instructions to Request Tax Information**

- If you did file a 2021 IRS Federal Tax Return, please use one of the following options:**
- Use the FAFSA IRS Data Retrieval tool: Return to [StudentAid.gov](https://studentaid.gov) and login, then select **Make FAFSA Corrections**, use the IRS Data Retrieval Tool in the financial information section. *Do not change the transferred IRS data.*
  - Fax, mail, or deliver a **signed** copy of your 2021 IRS federal tax return with all schedules.
  - Obtain your **2021 IRS Tax Return Transcript** online, at [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Click "Get Transcript Online" or "Get Transcript by Mail" and follow the directions provided. To access transcripts online, you will be required to create an account with the IRS.

- If you did not file a 2021 IRS Federal Tax Return and need to obtain W-2s, please use one of the following options:**
- Contact each employer to request a copy of your 2021 W-2 form(s).
  - Go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Click "Get Transcript Online". You will be required to create an account with the IRS to access any tax transcripts online. Select **Wage & Income** Transcript for **2021**. Save and print document.
  - If you are unable to obtain your W-2 in a timely manner, please submit a signed and dated statement certifying (1) the amount of income earned from work, (2) source of income, and (3) the reason why the W-2 is unavailable.

**PARENTS ONLY:** To obtain an **IRS Verification of Non-Filing Letter (VNF)**, go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Click on "Get Transcript Online" or "Get Transcript by Mail" and follow the directions. If the VNF letter is not available, request a Return or Account transcript which states "no record of return filed" or "no transcript on file". If you need further assistance, please call our office.