

**2019-2020 Dependent
Verification Worksheet
Vincennes University**

Student Financial Services
1002 N. 1st St., Vincennes, IN 47591
Ph: 812-888-4361
Fax: 812-888-4261

Student Name _____ ID# _____

Phone or cell # _____ E-mail _____

We will make any corrections, if necessary, to your FAFSA based on the information you provide. Please return all documents as soon as possible. If you wait to submit them until after the end of the semester or after you have withdrawn, you may not be eligible for any federal or state financial aid.

STEP 1: Complete the chart below by listing:

- ✓ Yourself and the parent(s) you 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 now through June 30, 2020**, or if the children would be required to include parent data if they were filling out a 2019-2020 FAFSA.
- ✓ Any other people who **live with** your parents and for whom your parents **will provide more than half support** from now through June 30, 2020. Additional documentation may be requested as proof of support.
- ✓ Provide a college name in the **College** column if that person will be attending half time or more during the 2019-2020 academic year. (At least 6 credits per semester is the usual requirement for half-time status.)

Family Member Full Name	Date of Birth	Relationship	College (attend half time or more)
		Self	Vincennes University
		Parent	XXXXXXXXXXXXXXXX
		Parent	XXXXXXXXXXXXXXXX

STEP 2 is for parents and/or students who filed a 2017 federal tax return.

If you have not already used the IRS Data Retrieval tool on your FAFSA, provide income and tax information in one of the following ways.

A. To use the FAFSA IRS Data Retrieval tool: Return to **fafsa.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.* Be sure to E-sign and click "Submit my FAFSA now."

OR

B. Fax, mail, or deliver a signed copy of your **2017 IRS tax return** form 1040, 1040A, or 1040EZ.

OR

C. Obtain your **2017 IRS tax return transcript**, at <https://www.irs.gov/individuals/get-transcript>. Click on either the "Get Transcript ONLINE" button or the "Get Transcript by MAIL" button and follow directions. You may submit the transcript to our office by mail, fax, or in person.

Student Name _____

Student ID# _____

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STEP 3 is for those who were not required to file a 2017 federal tax return.

Student:

- ✓ _____ Initial here if you did not file and were not required to file a 2017 federal tax return.
- ✓ _____ Initial here if you did not work for pay in 2017.

If you earned even a small amount, record it in the table below. List every employer and the amount earned from each. Attach a copy of an IRS W-2 from each who should have provided one. If you did not receive or have lost your W-2s, request **Wage & Income Transcripts for 2017** at <https://www.irs.gov/individuals/get-transcript> or use Form 4506-T and request item #8.

Employer's Name	2017 Amount Earned	If W-2 is not attached, explain why.
EXAMPLE: My neighbor, J. Smith	\$400.00	No. Paid in cash for mowing lawn.

Parents: (only those listed on the FAFSA)

Federal student aid regulations require parents who did not file a 2017 federal tax return to submit an **IRS Verification of Non-filing letter**. *If neither parent filed, each parent must submit an IRS Verification of Non-filing letter.* If you are unable to obtain this from the IRS, ask us for an Affirmation of Non-filing for parent of a dependent student.

Request the IRS Verification of Non-filing at <https://www.irs.gov/individuals/get-transcript>. Click on the "Get Transcript ONLINE" button or the "Get Transcript by MAIL" button and follow directions. If you use Form 4506-T, you must check box #7. Directions, mailing addresses, and fax numbers are on page 2 of the form. You can submit this to us by mail, fax, or in person.

- ✓ _____ Initial here if neither parent filed and was not required to file a 2017 federal tax return.
- ✓ _____ Initial here if neither parent worked for pay in 2017.

If either parent earned even a small amount, record it in the table below. **List every employer** and the amount earned from each. Attach a copy of an IRS W-2 from each who should have provided one. If you did not receive or have lost your W-2s, request **Wage & Income Transcripts for 2017** at <https://www.irs.gov/individuals/get-transcript> or use Form 4506-T and request item #8.

Employer's Name	2017 Amount Earned	If W-2 is not attached, explain why.

NOTE: If the requirement for verification or the results of verification yield a change in an award you have already received, we will notify you via email to check your MyVU account for the most up-to-date awards.

By signing below, we affirm that all the information on pages 1 and 2 is complete and correct.

Student signature _____ Date _____

Parent signature _____ Date _____

After you turn in this form, please DO NOT make any changes to your FAFSA.