



2023-2024 Dependent Verification 1 Worksheet

Federal Student Aid Programs

Your application was selected by the U.S. Dept. of Education for review process called “verification.” In this process, we are required by federal law to verify information provided on the Free Application for Federal Student Aid (FAFSA). To verify this information, the IRS Tax Return Transcript is required. Documentation regarding number of children in college may be required.

We cannot process your financial aid until verification has been completed.

1. Complete, sign (student and at least one parent) and return the worksheet.
2. Parents who are **NON-Tax Filers** need to complete IRS Form **4506-T** to receive a “Verification of NON-Filing” letter” and submit letter to our office. Please call IRS at 1-800-908-9946 with any questions.
3. Please use **IRS Data Retrieval Tool (DRT)** on your FAFSA or submit **Tax Return Transcript** for 2021 (IRS Form 1040, 1040A or 1040ez are not sufficient), and any other documents requested, to our office.
4. We will compare the information on these documents to your FAFSA and make corrections if necessary.

Section A: Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>
<i>Address (include apt. #)</i>		<i>City</i>
	<i>State</i>	<i>Zip Code</i>
<i>E-mail Address</i>		<i>Phone Number (include area code)</i>

Section B: Family Information (complete chart below)

Dependent Students: List ALL people in your parents’ household, include:

- Yourself, even if you do not live with your parents.
- Your parent(s) (including a stepparent)
- Your parents’ other children, even if they don’t live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2023 through June 30, 2024, or (b) the children would be required to provide parental information when applying for federal student aid,
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

Number in College

- List name of the college for any family member, including yourself and excluding your parent(s). Do not include siblings who are in U.S. military service academies. You may include others only if they will attend at least half time between July 1, 2023 and June 30, 2024, a program that leads to a college degree or certificate. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Example: Angela Sheets</i>	<i>20</i>	<i>Sister</i>	<i>Central University</i>
		Self	

Section C: Tax Form

NOTE: All tax filers who did not use the IRS DATA Retrieval tool when completing the FAFSA must submit a copy of their 2021 IRS Tax Return Transcript. To obtain a copy of your IRS Tax Return Transcript go to www.irs.gov OR call the IRS @ 800.908.9946.

Section D: Non Tax Filers

STUDENT TAX FORMS AND INCOME INFORMATION

1. Did the student file or will file a 2021 Federal Tax Return?

YES

NO - If no, please answer question 2.

2. Tax Return Nonfilers – complete this section if the student will not file and is not required to file a 2021 Federal Tax Return with the IRS – check the box that applies:

The student was not employed and had no income earned from work in 2021.

The student was employed in 2021 and has listed below the names of all the student’s employers and the amount earned from each employer in 2021. List every employer even if they did not issue an IRS W-2 form. If the student did not receive a W-2, submit a signed statement verifying where the student was employed in 2021 and the total amount of income that the student earned from work.

Employer’s Name	Student Annual Amount Earned in 2021	IRS W-2 or Equivalent Document Provided

PARENT TAX FORMS AND INCOME INFORMATION

1. Did the parent(s) file or will file a 2021 Federal Tax Return?

YES

NO - If no, please answer question 2.

2. Tax Return Nonfilers – complete this section if the parent(s) will not file and is not required to file a 2021 Federal Tax Return with the IRS – check the box that applies:

Neither parent was employed and had no income earned from work in 2021.

The parent(s) was employed in 2021 and has listed below the names of all the parent(s) employers and the amount earned from each employer in 2021. List every employer even if they did not issue an IRS W-2 form. If the parent did not receive a W-2, submit a signed statement verifying where the parent was employed in 2021 and the total amount of income that the parent earned from work.

Provide a Letter of Non-Tax Filing from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2021 income tax return was not filed with the IRS or other relevant tax authority.

Employer’s Name	Parent Annual Amount Earned in 2021	IRS W-2 or Equivalent Document Provided

Section E: Additional Income Information

(ENTER ZEROS IF NO FUNDS WERE RECEIVED)

Both tax filers and non-tax filers must list any additional income received in 2021. Failure to complete this section will delay the processing of your financial aid. **Both the left side and the right side columns must be completed.**

<u>STUDENT</u>	<u>CALENDAR YEAR 2021</u>	<u>PARENTS (and) (STEPPARENT)</u>
\$	IRA deductions and Payments 2021 IRS Schedule 1 Line 15 + Line 19	\$
\$	Tax exempt interest income from 2021 IRS Form 1040 Line 2a	\$
\$	Untaxed portions of Individual Retirement Account (IRA) Distributions and Pensions 2021 IRS Form 1040 Lines 4a + 5a minus 4b + 5b (If negative, enter zero. Exclude rollovers)	\$
\$	Education Credits 2021 IRS Schedule 3 Line 3	\$

Section F: Sign This Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sent to prison, or both. By signing, we also authorize VMI to make changes to my 2023/24 FAFSA based on documents and/or information we may have provided.

Student's Signature

Date

Parent's Signature

Date

*Return to: VMI Financial Aid Office, 307B Letcher Avenue, Lexington, VA 24450
Office Number (540)-464-7208; FAX (540)-464-7629*