

## 2021–2022 INDEPENDENT VERIFICATION WORKSHEET (V5)

Your 2021–2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the office of financial services will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Services at UVF. UVF may ask for additional information. If you have questions about verification, contact the Office of Financial Services as soon as possible so that your financial aid will not be delayed.

### A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's School ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### B. Student's Family Information

List below the people in your household. Include:

- Yourself (and your spouse if you are married.)
- Your children, if any, if you will provide more than half of their support from July 1, 2021, through June 30, 2022, or if the child would be required to provide your information if they were completing a FAFSA for 2021–2022. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

Include the name of the college for any household member, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021, and June 30, 2022.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes/No</i>
		<i>Self</i>		

**Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.**

**C. Student's Income Information to Be Verified**

**1. Verification of 2019 Income Information for Student Tax Filers**

**Important Note:** The instructions below apply to the student and spouse if the student is married.

Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

**Instructions:** Complete this section if the student filed or will file a 2019 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. *If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool but will use the tool to transfer 2019 IRS income information into the student's FAFSA once the student's IRS tax return has been filed.
- The student is unable or chooses not to use the IRS Data Retrieval Tool, and the student will provide the school a copy of the **2019 IRS tax return transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**

A **2019 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

**2. Verification of 2019 Income Information for Students with Unusual Circumstances**

Complete this section if the student has filed or will file a 2019 income tax return with any of the following circumstances.

**Check the box that applies:**

- The student and/or spouse is required to file a 2019 IRS income tax return and **has been granted a filing extension by the IRS** beyond the six-month extension for tax year 2019, must provide:
  - A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2019.
  - Verification of Non-Filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2020 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation.
  - A copy of IRS Form W-2 for each source of employment income received for tax year 2019 **and**,
  - If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2019.

Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2019 tax account information.

- The student and/or spouse has **filed an amended IRS income tax return** for tax year 2018, must provide:
  - A signed copy of the 2019 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS; **and**
  - A 2019 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed) **or** a signed copy of the 2019 IRS Form 1040 and the applicable schedules that were filed with the IRS **or** used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2019 IRS income information.
  
- The student and/or spouse was the **victim of IRS tax-related identity theft**, must provide:
  - A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
  - A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

3. **Verification of 2019 Income Information for Student Nontax Filers**

The instructions and certifications below apply to the student (and spouse if the student is married.) Complete this section if the **student, will not file** and is **not required** to file a 2019 income tax return with the IRS.

**Check the box that applies:**

- The student (and spouse if married) was not employed and had no income earned from work in 2019.
  
- The student (and/or spouse if married) was employed in 2019 and has listed below the names of all the student's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. Copies of all 2019 IRS W-2 forms issued to the student by employers must be provided. *List every employer even if they did not issue an IRS W-2 form. Copies of all 2019 W-2/1099 forms issued to you (and spouse if married) by employers must be provided. Attach the W-2s/1099s and to this document with the student's name and Student ID Number at the top of each one.*

Employer's Name	2019 Amount Earned	IRS W-2 or equivalent Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority.

\_\_\_\_ Check here if confirmation of non-filing is provided. (*Attach it to this document with the student's name and Student ID Number at the top.*)

\_\_\_\_ Check here if confirmation of non-filing will be provided later.

**D. High School Completion Status**

Provide one of the following documents that indicate your high school completion status when the student begins college in 2020– 2021:

- A copy of the student's high school diploma showing when graduated.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

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

- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

**Check the box that applies:**

- The student has submitted a final official transcript or equivalent to the Admissions Office. *The Office of financial services will use this information for the verification process.*
- The student has not yet submitted a final official transcript or equivalent. *The student's verification process cannot be completed until a final official transcript or equivalent has been received.*

**A student who is unable to obtain the documentation listed above must contact the financial aid office.** If we have already received one of the documents above as part of the admission process, you do not need to turn in another copy.

**E. Identity and Statement of Educational Purpose**

*To be signed at the Institution:*

The student must appear in person at \_\_\_\_\_ to verify his or her identity  
(Name of Postsecondary Educational Institution)

by presenting an unexpired, 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided on the next page.

*To be signed in the presence of a Notary:*

If the student is **unable** to appear in person at the Institution to verify his or her identity, the student must provide to the Institution:

- A. A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport. The student must also sign and complete item B.

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

B. The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Print Student's Name)

and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of

attending \_\_\_\_\_ for 2020-2021.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
Student's Signature Date Student's ID Number

\_\_\_\_\_  
Authorized Institutional Official's Signature Date

**Notary's Certificate of Acknowledgement**

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

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary's Printed Name)

\_\_\_\_\_, and provided to me on basis of satisfactory evidence of identification  
(Printed Name of Signer)

\_\_\_\_\_ to be the above-named person who signed the foregoing instrument.  
(Type of government-issued photo ID provided)

WITNESS my hand and official seal:

\_\_\_\_\_ My commission expires on \_\_\_\_\_  
(Notary signature) (Seal) (Date)

**F. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign this worksheet. If married the spouse signature is optional

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (if applicable)

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the Office of Financial Services at UVF.***

***You should make a copy of this worksheet for your records.***