2018-2019 Verification Worksheet – Independent
(Only BSN Express, College of Professional Studies, & Online RN-BSN
Students selected for federal verification are to complete this form)

Please Return To:
Office of Financial Assistance
Villanova University • 800 Lancaster Avenue • Villanova, PA 19085-1685
Phone: (610) 519-4010   Fax: (610) 519-7599
Website: www.finaid.villanova.edu

Step 1 – Student Information

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Middle name</th>
<th>Villanova University Student ID Number</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Address (include apt.no.)</th>
<th>Date of Birth</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s primary phone number (include area code)</th>
<th>Student’s Marital Status</th>
</tr>
</thead>
<tbody>
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</table>

Step 2 – Household Information

In the chart below please include:
- Yourself
- Your spouse (if you are married)
- Your children and other household members if you will provide more than half of their support from July 1, 2018 through June 30, 2019
- Provide college information for household members enrolled at least half-time during 2018-2019 in a program leading to a degree, diploma, or certificate

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship*</th>
<th>Name of College</th>
<th>Undergraduate/Graduate</th>
<th>Half-time/Full-time</th>
<th>Expected Grad Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td></td>
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</tbody>
</table>

*Relationship options: spouse, child, other.

Continue onto the next page....
Step 4 - Student’s Tax Filing Status – Calendar Year 2016
Have you or will you be required to file a 2016 US Federal Income Tax Return?

YES. Submit the IRS Data Retrieval Tool through your FAFSA or submit your IRS Tax Return Transcript, which you can request from the IRS at https://www.irs.gov/individuals/get-transcript. Continue to Step 5

NO, but I had some earnings from work. Submit a Non-Tax Filer's Statement, which is available on the Office of Financial Assistance’s website. Be sure to include all W-2 and 1099 forms you received. You must also submit an IRS Verification of Non-filing Letter, which you can request from the IRS at https://www.irs.gov/individuals/get-transcript. Continue to Step 5

NO, and I had no earnings from work. Submit a Non-Tax Filer's Statement, which is available on the Office of Financial Assistance’s website. You must also submit an IRS Verification of Non-filing Letter, which you can request from the IRS at https://www.irs.gov/individuals/get-transcript. Continue to Step 5

Step 5 – Spouse’s Tax Filing Status – Calendar Year 2016
If you are married, has your spouse filed or will he or she be required to file a 2016 US Federal Income Tax Return?

YES. Submit the IRS Data Retrieval Tool through your FAFSA or submit your IRS Tax Return Transcript, which you can request from the IRS at https://www.irs.gov/individuals/get-transcript. Continue to Step 6

NO, but I had some earnings from work. Submit a Non-Tax Filer's Statement, which is available on the Office of Financial Assistance’s website. Be sure to include all W-2 and 1099 forms you received. You must also submit an IRS Verification of Non-filing Letter, which you can request from the IRS at https://www.irs.gov/individuals/get-transcript. Continue to Step 6

NO, and I had no earnings from work. Submit a Non-Tax Filer's Statement, which is available on the Office of Financial Assistance’s website. You must also submit an IRS Verification of Non-filing Letter, which you can request from the IRS at https://www.irs.gov/individuals/get-transcript. Continue to Step 6

Step 6 – Certification
By signing this worksheet, I certify all the information reported is complete and correct (the student and student’s spouse, if married, must sign):

Student Signature ___________________________ Date ___________________________

Spouse Signature (if married) ___________________________ Date ___________________________

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