



2024-2025 Verification Worksheet – Independent

Please Return To:

Office of Financial Assistance Dropbox

<https://www1.villanova.edu/content/university/office-of-financial-assistance/dropbox-and-important-forms.html>

Step 1 – Student Information:

Last Name

First Name

Villanova University Student ID Number

Step 2 – Family Size Information -You Must Complete Each Section

In the chart below please include:

- Yourself, the student
- The student's spouse, if applicable
- The student's dependent children if the following are true:
 - They live with the student (or live apart because of college enrollment);
 - They receive more than half of their support from the student; and
 - They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
 - They live with the student;
 - They receive more than half of their support from the student; and
 - They will continue to receive more than half their support from the student during the award year.
- **DO NOT LEAVE ANY SECTION BLANK** (age, relationship, etc.)

Full Name	Age	Relationship*
		SELF

*Relationship options: student, parent/stepparent, brother/sister, student's spouse, student's child, grandparent, etc.

Continue onto the next page....

Name: _____ Student ID Number: _____

Step 3 – Rollover in 2022

Did the student have a rollover from an IRA, annuity or pension in 2022?

Yes No

If yes, what was the amount of the rollover?

Did the student's spouse, if applicable, have a rollover from an IRA, annuity, or pension in 2022?

Yes No

If yes, what was the amount of the rollover?

Step 4-Student's Tax Filing Status – Calendar Year 2022Have you or will you be required to file a **2022** US Federal Income Tax Return or Foreign National Tax Return?

☐ **YES.** Complete the Direct Data Exchange 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 4

☐ **NO, but I had some earnings from work.** Complete, and submit a **Student 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.** Complete, and submit a **Student 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, if applicable, or Step 6.

Step 5 – Spouse's Tax Filing Status – Calendar Year 2022If you are married, has your spouse filed or will be required to file a **2022** US Federal Income Tax Return or Foreign National Tax Return?

☐ **YES.** Complete the Direct Data Exchange 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.** Complete, and 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.** Complete, and 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 at least one parent must sign. Must be a wet signature, you cannot electronically sign this form):

Student Signature

Date

Spouse Signature (if married)

Date