2018-2019 Verification Worksheet – Independent
(Only BSN Express, College of Professional Studies, & Bisk 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
Email: finaid.award@villanova.edu   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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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (include apt.no.)</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</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>
<tr>
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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></td>
<td></td>
<td>Self</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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