



2022-2023 Verification Worksheet – Dependent

Please Return To:
Office of Financial Assistance Dropbox
<https://www1.villanova.edu/villanova/enroll/finaid/forms.html>

Step 1 – Student Information

Last name	First name	Middle name	Villanova University Student ID Number
Address (include apt.no.)			Date of Birth
City	State	Zip Code	Student's primary phone number (include area code)
Student's primary e-mail address			Parents' primary e-mail address
Parents' marital status			Parents' primary phone number (include area code)

Step 2 – Household Information -You Must Complete Each Section

In the chart below please include:

- Yourself
- Your parent(s) (including step-parent); do not include your non-custodial parent
- Your parent(s)' other dependent children and other household members **if your parent(s) will provide more than half of their support** from July 1, 2022 through June 30, 2023
- Provide college information for household members enrolled at least half-time during 2022-2023 in a program leading to a degree, diploma, or certificate
- **DO NOT LEAVE ANY SECTION BLANK** (age, relationship, etc.)

Full Name	Age	Relationship*	Name of College	Undergraduate/ Graduate	Half time/ Full time	Expected Grad Date
		SELF	VILLANOVA UNIVERSITY			

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

Continue onto the next page....

Step 3 - Student's Tax Filing Status – Calendar Year 2020

Have you or will you be required to file a **2020** US Federal Income Tax Return or Foreign National 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 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.
- _____ **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.

Step 4 – Parent(s)' Tax Filing Status – Calendar Year 2020

Have you or will you be required to file a **2020** US Federal Income Tax Return or Foreign National 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.** Complete, and submit a *Parent 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 *Parent 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 – 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

Parent Signature

Date