



## 2022-2023 Verification Worksheet – Independent

**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			Student's Marital Status

### Step 2 – Household Information - You Must Complete Each Section

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, 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
		<b>SELF</b>	<b>VILLANOVA UNIVERSITY</b>			

\*Relationship options: spouse, child, other.

**Continue onto the next page....**

Name: \_\_\_\_\_ Villanova University Student ID Number: \_\_\_\_\_

### 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.** 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 4

\_\_\_\_\_ **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 4

### Step 4 – Spouse's Tax Filing Status – Calendar Year 2020

If you are married, has your spouse filed or will 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.** 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 – 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. Must be a wet signature, you cannot electronically sign this form):

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (if married)

\_\_\_\_\_  
Date