



2025-2026 Verification Worksheet – Dependent

Please Return To:

Office of Financial Assistance Dropbox

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

Step 1 – Student Information:

Last Name

First Name

Villanova University Student ID Number

Step 2 – Family/Household Size -You Must Complete Each Section

In the chart below please include:

- Yourself, the student
- The student’s parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student’s siblings if the following are true:
 - They live with the student’s parents (or live apart because of college enrollment),
 - They receive more than half of their support from the student’s parents, and
 - They will continue to receive more than half their support from the student’s parents during the award year.
- Other persons if the following are true:
 - They live with the student’s parents,
 - They will receive more than half of their support from the student’s parents, and
 - They will continue to receive more than half their support from the student’s parents 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, other.

Step 3 – Rollover in 2023

Did the student have a rollover from an IRA, annuity, or pension in 2023? Yes No

If yes, what was the amount of the rollover?

Did the parent(s) have a rollover from an IRA, annuity, or pension in 2023? Yes No

If yes, what was the amount of the rollover?

Continue onto the next page....

Name: _____ Student ID Number: _____

Step 4 - Student’s Tax Filing Status – Calendar Year 2023

Have you or will you be required to file a **2023** US Federal Income Tax Return. US Territory, 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>. If you filed a U.S. Territory or Foreign Tax Return, you must obtain a transcript from the relevant tax authority of a U.S. Territory or a Foreign Government that lists the 2023 tax account information for the filer, if it can be obtained at no cost. Continue to Step 5

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 2023 W-2 and 1099 forms you received. Continue to Step 5

NO, and I had no earnings from work. Continue to Step 5

Step 5 – Parent(s)’ Tax Filing Status – Calendar Year 2023

Have you or will you be required to file a **2023** US Federal Income Tax Return , US Territory, 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>. If you filed a U.S. Territory or Foreign Tax Return, you must obtain a transcript from the relevant tax authority of a U.S. Territory or a Foreign Government that lists the 2023 tax account information for the filer, if it can be obtained at no cost. Continue to Step 6

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 2023 W-2 and 1099 forms you received. Individuals who would file a tax return with a relevant Tax Authority, other than the United States IRS, must submit Verification of Non-Filing for the 2023 calendar year from their relevant tax authority. Continue to Step 6

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. Individuals who would file a tax return with a relevant Tax Authority, other than the United States IRS, must submit Verification of Non-Filing for the 2023 calendar year from their relevant tax authority. 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 whose information was reported on the FAFSA must sign and date this form. Must be a wet signature, you cannot electronically sign this form):

Student Signature

Date

Parent Signature

Date