

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your FAFSA application with copies of yours and your parent(s) 2018 Federal tax transcripts, or with W-2 forms or other financial documents. The law states we have the right to ask you for this information before awarding Federal aid. If there are differences between your FAFSA application information and your financial documents, you or Virginia Commonwealth University may need to make corrections electronically or by using your Student Aid Report (SAR).

Submit this information to the Student Financial Management Center **immediately** since federal aid awarded is **estimated** until this process is complete. **Failure to complete verification in a timely manner may lead to cancellation of aid.** Upon review of the documentation you submit, additional information may be required; notification of such will be made as quickly as possible. You will be notified if FAFSA corrections result in changes/ cancellations of award(s).

1. Submit the completed **2020-2021** Dependent Verification Form. Make sure the form is **signed by both the student and parent**. This form is four-sided and needs to be filled out completely; if the answer is zero or if the question does not apply to you, write "0", **do not leave blank**.
2. Submit 2018 **Federal Tax Transcript(s)** for both student and parent(s), if filed. As per federal regulations, we can accept a signed copy of the federal tax return with applicable schedules.
 - **You can obtain a "Federal Tax Return Transcript" by going to <https://www.irs.gov/individuals/get-transcript>. Here you now have the option of receiving your tax transcript instantly. For security purposes, you will be prompted with a series of questions that are based on your financial history. If this is not an option for you, you may request a tax transcript online to be mailed to your home address or by calling the IRS at 1-800-908-9946. Please allow 7-10 business days for the IRS to process and mail. Make sure to request the "Return Transcript" and not the "Account Transcript".**

In most cases, for electronic filers, a 2018 IRS Tax Return Transcript may be requested from the IRS within 2-3 weeks after the 2018 IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS income tax returns, the Tax Transcript may be requested within 8-11 weeks after the paper return has been received by the IRS.

- **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the web at [FAFSA.gov](https://fafsa.gov). Please note, this option is available to most tax filers, not all. If you are unable to utilize this option, you MUST request an "IRS Tax Return Transcript" or provide a signed copy of the federal tax return with applicable schedules.**

A. Student Information

			V
Last name	First name	M.I.	VCU ID Number
Address (include apt. #)			Date of birth
City	State	Zip Code	Phone number (include area code) / Cell

B. Family Information

List the people in your parent(s) household, including:

- Yourself,
- Your parent(s)
 - **If living together**, regardless of gender or marital status list both your legal parents
 - **If NOT living together** and are considered separated or divorced, only report the parent you live with
 - If your parent is legally remarried list their spouse (stepparent) regardless of gender
- Your parents' other children, even if they do not live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2020 through June 30, 2021, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- Other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2020 through June 30, 2021.

Full Name	Age	Relationship	College Enrollment Between 7/1/20 – 6/30/21 (Excluding parents' college)
		Self	VCU

C. Student's Tax Forms and Income Information (all applicants)

1. Check only one box below. Tax transcripts include the 2018 IRS transcript from filing Form 1040, 1040A, 1040EZ, or a tax return from Puerto Rico. Tax transcripts can be obtained by going to www.irs.gov/transcript or by calling the IRS at 1-800- 908-9946.

- Check here if you are attaching a copy of your tax transcript or signed copy of your 2018 tax return.
- Check here if you successfully utilized the IRS data retrieval tool online at FAFSA.gov
- Check here if you will not file, are not required to file a 2018 U.S. Income Tax Return and were claimed as a dependent on your parent(s)' tax return.
 - **If you earned wages in 2018, you must submit all W-2 forms and complete question #2.**
- Check here if you will not file, are not required to file a 2018 U.S. Income Tax Return and were **not** claimed as a dependent on your parent(s)' tax return. Please provide a non-filing letter from the IRS, which can be obtained from www.irs.gov/transcript.
 - **If you earned wages in 2018, you must submit all W-2 forms and complete question #2.**

2. List below your employer(s) and any income received in 2018 (**You must provide all W-2 forms or other earnings statements with this form**).

Sources	2018 Income
	\$

	\$
	\$

D. Parent(s)' Tax Forms and Income Information

1. Check only one box below. Tax transcripts include the 2018 IRS transcript from filing Form 1040, or a tax return from Puerto Rico.

Tax transcripts can be obtained by going to www.irs.gov/transcript or by calling the IRS at 1-800- 908-9946.

- Check here if you are attaching a copy of your parents' tax transcript or a signed copy of their 2018 tax return.
- Check here if you successfully utilized the IRS data retrieval tool online at FAFSA.gov
- Check here if your parent(s) will not file, are not required to file a 2018 U.S. Income Tax Return and were claimed as a dependent on your parent(s)' tax return. Please provide a non-filing letter from the IRS, which can be obtained from www.irs.gov/transcript.
 - **If you earned any wages in 2018, you must submit all W-2 forms.**

2. If you did not file and are not required to file a 2018 Federal income tax return, provide a non-filing letter from the IRS and list below your employer(s) and any income received in 2018 (**You must provide all W-2 forms or other earnings statements with this form**).

Sources	2018 Income
	\$
	\$
	\$
	\$
	\$

E. Additional Financial Information and Untaxed Income

Use the tables below to report annual (not monthly) amounts as indicated on your 2018 TAX RETURN. Tax returns include the 2018 IRS Form 1040, a tax return from Puerto Rico or a foreign income tax return. **If the amount is zero, or the question does not apply to you, write "0", do not leave blank.**

PARENT'S	2018 Additional Financial Information	STUDENT'S
\$	a. Education credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit) from IRS Form 1040 Schedule 3—line 50.	\$
\$	b. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	c. Taxable college grant and scholarship aid reported to the IRS as income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships. DO NOT include VCU scholarships or grants).	\$
	d. Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income.	

\$	Don't include untaxed combat pay.	\$
\$	e. Earnings from work under a cooperative education program offered by a college. (DO NOT include earnings from any VCU work program).	\$

PARENT'S	2018 Untaxed Income	STUDENT'S
\$	a. Payments to tax-deferred pension and retirement savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. Don't include amounts reported in code DD (employer contributions towards employee health benefit(s)).	\$
\$	b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 Schedule 1—total of lines 28 + 32.	\$
\$	c. Child support received for any of your children. Don't include foster care or adoption payments.	\$
\$	d. Tax exempt interest income from IRS Form 1040 – line 2a.	\$
\$	e. Untaxed portions of IRA distributions and pensions from IRS Form 1040—line 4a minus line 4b. Exclude rollovers. If negative, enter a zero here.	\$
\$	f. Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	g. Veterans noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	h. Other untaxed income not reported in items 44a through 44g, such as workers' compensation, disability benefits, untaxed foreign income, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040 Schedule 1—line 25. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$ XXXXXXX	i. Money received, or paid on your behalf (e.g. bills), in 2018, not reported elsewhere on this form.	\$

F. Sign this Worksheet

Each person signing this form certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

Questions: Phone: (804) 828-1550 Fax: (804) 827-0060

Email:

Last names beginning with A-G: faidmailag@vcu.edu

Last names beginning with H-N: faidmailhn@vcu.edu

Last names beginning with O-Z: faidmailoz@vcu.edu



VCU

Student Financial Services

Financial Aid