



## 2023-2024 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, 2023 through June 30, 2024
- Provide college information for household members enrolled at least half-time during 2023-2024 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: Month/Year
		<b>SELF</b>	<b>VILLANOVA UNIVERSITY</b>			

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

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

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**Step 3 - Student's Tax Filing Status – Calendar Year 2021**

Have you or will you be required to file a **2021** 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 2021**

Have you or will you be required to file a **2021** 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