Virginia University of Lynchburg
2058 Garfield Avenue
Lynchburg, VA 24501

2015-16 DEPENDENT VERIFICATION WORKSHEET
TRACKING GROUP V1 - STANDARD

Please note that 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. In most cases, no further documentation is needed to verify 2014 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

I. Student Information:

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student’s Social Security Number</th>
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<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
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<table>
<thead>
<tr>
<th>City State Zip Code</th>
<th>Student’s Email Address</th>
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<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
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II. Number of Household Members and Number in College:

List below the people in the parents’ household including:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

For any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2015, and June 30, 2016, include the name of the college.

If more space is needed, provide a separate page with the student’s name and ID number at the top.
### Student Information

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student's Social Security Number</th>
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<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enroll at least Half time (do not include parents)</th>
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<td>Yes or No</td>
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**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

### III. Student Tax Filers (Non-filers skip to Section IV) – Check the box that applies:

- [ ] The student has used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.

- [ ] The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.

- [ ] The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2014 IRS Tax Return Transcript(s). (signature not required)

To obtain a 2014 IRS Tax Return Transcript, go to www.IRS.gov and click on the “Order a Return or Account Transcript” link. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2014 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return).

### IV. Student Non-Tax Filers – Check the box that applies:

- [ ] The student was not employed and had no income earned from work in 2014

- [ ] The student was employed in 2014 and has listed below the names of the all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. (Provide copies of all 2014 IRS W-2 forms were issued to the student and spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form (submit a signed letter from the employer for the earned income for 2014)

If more space is needed, provide a separate page with the student’s name and ID number at the top.
Virginia University of Lynchburg

Student’s Last Name  First Name  M.I.  Student’s Social Security Number

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2000.00</td>
<td>Yes</td>
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V. Parent Tax Filers – Check the box that applies:

☐ The parents have used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.

☐ The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.

☐ The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2014 IRS Tax Return Transcript(s). (signature not required)

If the parents filed separate 2014 IRS income tax returns, **2014 IRS Tax Return Transcripts** must be provided for both.

_____ Check here if a **2014 IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2014 IRS Tax Return Transcript(s)** will be provided later.

VI. Parent Non-Tax Filers - Check the box that applies:

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and **are not required** to file a 2014 income tax return with the IRS.

Check the box that applies:

☐ Neither parent was employed nor had no income earned from work in 2014.

☐ One or both parents were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. [Provide copies of all 2014 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form (**submit a signed letter from the employer for the earned income**).

If more space is needed, provide a separate page with the student’s name and ID number at the top.
VII. Receipt of SNAP Benefits

The parents certify that a member of the parents’ household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2013 or 2014. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The parents’ household includes:

- The students.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

Parent must initial box to certify the receipt of SNAP benefits

VIII. Child Support Paid

One of the parents included in the household or the student paid child support in 2014. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2014 for each child.

If more space is needed, provide a separate page with the student’s name and ID number at the top.
Virginia University of Lynchburg

Student’s Last Name          First Name          M.I.                              Student’s Social Security Number

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

▪ A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
▪ A statement from the individual receiving the child support certifying the amount of child support received; or
▪ Copies of the child support payment checks or money order receipts.

IX. Certifications and Signatures

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both

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

Print Student’s Name          Student’s Social Security Number

_____________________________________________     ____________________________

Student’s Signature                           Date

_____________________________________________     _________________________

Parent’s Signature                            Date

Submit to:  Virginia University of Lynchburg
            2058, Garfield Avenue
            Lynchburg, VA 24051
            Fax: (434) 455-5958
            Phone: (434)528-5276

VUL financial aid counselors and phone extensions:

Dr. Patricia Coleman (Last name A-G), 1102
Mrs. Daphne Booker (Last name H – P), 1145
Ms. Donna Tyree (Last name Q- Z), 1170