2017-2018 Verification Worksheet – Dependent Student

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Regulations require us to confirm the information you and your parents reported on your FAFSA. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet and submit the form and other required documents to the Office of Student Financial Aid and Scholarships. Our office may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

A. Student’s Information

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>M.I.</th>
<th>Required – First 5 Digits of SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>XXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Street Address (include apartment no.)</th>
<th>Student Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Home Phone Number (include area code)</th>
<th>Student Alternate or Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Did the student file a 2015 IRS Income Tax Return?

- □ Yes – complete section #1 below and skip section #2
- □ No – skip section #1 below and complete section #2

Section 1: Student filed a 2015 IRS Income Tax Return. Check the box that applies.

- □ The student has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student’s FAFSA. (See instructions on last page of this form)
- □ The student is unable or chose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a signed copy of the 2015 IRS tax return.
- □

Section 2: Student was a Non-tax Filer for calendar year 2015. Check the box that applies.

- □ The student was not employed and had no income earned from work in 2015.
- □ The student was employed in 2015, but did not file a federal tax return. Listed below are names of all employers, the amount earned from each employer in 2015, and if an IRS W-2 form is provided. [Submit to College Board IDOC copies of all 2015 IRS W-2 forms issued to the student by his/her employers.] List every employer even if the employer did not issue an IRS W-2 form.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2015 Amount Earned</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. Did the Parent(s) File a 2015 IRS Income Tax Return?

☐ Yes – complete section #1 below and skip section #2
☐ No – skip section #1 below and complete section #2

Section 1: Parent(s) filed a 2015 IRS Income Tax Return. Check the box that applies.

☐ The parents have used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student’s FAFSA.
☐ The parents are unable or chose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school signed copies of the 2015 IRS federal tax return. [Submit to College Board IDOC copies of all 2015 IRS tax return, all schedules, and W-2 forms issued to the parent by his/her employers.]

Note: If your parents filed separate 2015 IRS income tax returns, 2015 IRS tax returns must be provided for both parents.

☐ Check here if a signed copy of the 2015 IRS income tax return has been provided to College Board IDOC.
☐ Check here if a signed copy of the 2015 IRS income tax return will be provided later.

Section 2: Parent(s) was a Non-tax Filer for calendar year 2015. Check the box that applies.
If more space is needed, provide a separate page with the student’s name and ID number at the top.

☐ Neither parent was employed nor did either parent earn income from work in 2015.
☐ One or both parents were employed in 2015, but did not file a federal tax return. Listed below are the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Submit to College Board IDOC copies of all 2015 IRS W-2 forms issued to the parent by his/her employers.]

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2015 Amount Earned</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Household Information

In the chart below include:

- Yourself
- Your Parent(s) (including step-parent); do not include your non-custodial parent.
- Your siblings if your parent(s) will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards, even if a child does not live with the parent.
- Other people only if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.
If more space is needed, provide a separate page with the student’s name and ID number at the top. List all information as requested.

**Note:** List family members 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, 2017, and June 30, 2018, include the name of the college. We may request additional information regarding the enrollment of siblings.

### Certifications and Signatures:
Each person signing below certifies that all of the information reported is complete and correct. Warning: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College (If yes, name institution)</th>
<th>Will be Enrolled at Least Half Time (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>yourself</td>
<td>Vanderbilt University</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Parent 1</td>
<td></td>
</tr>
</tbody>
</table>

**Student Signature Required** ___________________________  **Date**

**Parent Signature Required** ___________________________  **Date**

**Return Completed Form To:**

Office of Financial Aid  
2309 West End Ave.  
Nashville, TN 37203  
Office: 800-288-0204  
Fax: 615-343-8512  
finaid@vanderbilt.edu
Instructions for IRS Data Verification

If you do not have a copy of your 2015 IRS tax return you may request a **2015 IRS Tax Return Transcript:**

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Get Transcript ONLINE** – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Automated Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

Contact the financial aid office if more information is needed about obtaining an IRS Tax Return Transcript.

**Individuals Who Filed an Amended 2015 IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A the original 2015 IRS tax return or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

**Individuals Who Were Victims of 2015 IRS Identity Theft**

A victim of IRS identity theft who has been unable to provide a 2015 IRS tax return or use the IRS DRT must provide the following:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

**Individuals Who Filed Non-IRS Income Tax Returns**

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.