

## 2020-2021 Verification Worksheet – Dependent Student

Your Free Application for Federal Student Aid (FAFSA) was selected for verification. Regulations require we confirm information reported on your FAFSA. The verification process may result in the need for your FAFSA information 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 CollegeBoard Institutional Documentation Service ([IDOC](#)). **Do not email or fax this worksheet or related documents to our office.**

### A. Student Information

\_\_\_\_\_

Last Name                      First Name                      M.I.                      \_\_\_\_\_

Commodore ID Number

### B. Parent Household Information - **Include the following in the chart below**

- **Parent(s)** (including stepparent) *do not include your non-custodial parent.*
- **Parent’s other children if -**
  - The parent(s) ***included in your household*** will provide more than half of the child’s support from July 1, 2020, through June 30, 2021, ***or***
  - The other children would be required to provide parent information if they were completing a FAFSA for 2020-2021 academic year. *Include children who meet either of these standards, even if the child does not live with the parent included in your household.*
- **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, 2021.
- Provide college information for those household members (excluding parents) who will be attending at least half-time during 2020-2021 in a program leading to a degree, diploma, or certificate.

**Household Information: List ALL household members who live in your house. Include parents, stepparents, and children only if your parent is providing more than half of the child’s support.**

Full Name of family member living in your household	Age	Relationship of family member to you	Post-secondary institution the individual is <i>attending</i> in the 2020-2021 Academic Year	Undergraduate or Graduate	Full-Time or Half-Time
		<i>yourself</i>	Vanderbilt University		

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

Failure to complete the form may result in the withdrawal of federal aid. Knowingly false or misleading information submitted on this form is punishable by a fine and/or jail time.

**c. Student Tax Filing Status**

Have you or will you be required to file a 2018 U.S. federal income tax return?

**YES** - our office will contact you if further documentation is needed

**NO, and I (student) had no income earned from work in 2018** - our office will contact you if further documentation is needed

**NO, but I (student) had earnings from work in 2018 REQUIRED:** complete the table below and upload all 2018 IRS W-2 form(s) to [IDOC](#). List below the names of all employers and amount earned from each employer in 2018. List every employer even if the employer did not issue an IRS W-2 form. If no W-2 is provided, explain why.

Student Income Information		
Employer's Name	2018 Amount Earned	If you are not providing a W-2 explain why

**D. Parent(s)' Included in the Household Tax Filing Status**

Have your parent(s) filed, or will they be required to file a 2018 U.S. federal income tax return?

**YES** - our office will contact you if further documentation is needed

**NO, and my parent(s) had no income earned from work in 2018 REQUIRED:** upload documentation from the IRS or other relevant tax authority dated on or after 10/1/2019 that indicates a 2018 IRS income tax return was not filed (see instructions on the last page of this form to request IRS non-filing letter)

**NO, but my parent(s) had earnings from work in 2018 REQUIRED:** upload IRS Verification of Non-Filing or other relevant tax authority letter dated on or after 10/1/2019 that indicates a 2018 income tax return was not filed (see instructions on the last page of this form to request IRS non-filing letter). Also upload all 2018 IRS W-2 form(s) to CollegeBoard IDOC. List below the names of all employers and amount earned from each employer in 2018. List every employer even if the employer did not issue an IRS W-2 form. If no W-2 is provided, explain why.

Parent Income Information		
Employer's Name	2018 Amount Earned	If you are not providing a W-2 explain why

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**E. Certifications and Signatures**

The student and one parent whose information was reported on the FAFSA must ***sign*** and date below. Each person signing below certifies that all of the information reported is complete and correct. You may NOT type in names to substitute for signatures.

\_\_\_\_\_  
Student Signature Required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature Required

\_\_\_\_\_  
Date

**Return completed form as soon as possible to avoid financial aid delays:**

Submit to [IDOC](#)    OR Mail:    Office of Financial Aid  
PMB 407810  
2309 West End Ave.  
Nashville, TN 37240-7810

**For Questions, Call the Office of Financial Aid & Scholarships (615) 322-3591**

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## Verification of 2018 Income Information for Individuals with Unusual Circumstances

### Individuals Who Filed an Amended 2018 IRS Income Tax Return Must Provide:

- Signed copy of original 2018 IRS Tax Return **AND** A signed copy of the 2018 IRS Form 1040X, "Amended U.S. Individual Income Tax Return" filed with the IRS.

### Individuals granted a filing extension for 2018 beyond the automatic six-month extension must provide a copy of:

- 2018 IRS Form 4868 "Application for Automatic Extension of time to File U.S. Individual Income Tax Return" filed with the IRS for tax year 2018
- IRS's approval of an extension beyond the automatic six-month extension for tax year 2018, **AND**
- IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2018

### Individuals who were victims of 2018 IRS tax-related identity theft must provide

- 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.
- 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.

## To Request a 2018 IRS Verification of Non-Filing for Parents of Dependent Students

- ONLINE – Go to [www.irs.gov](http://www.irs.gov), choose "Get Your Tax Record." Select "Get Transcript Online." Request the "IRS Verification of Non-Filing". To use this tool, the following is required 1) access to a valid email address, 2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and 3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).
- MAIL – Go to [www.irs.gov](http://www.irs.gov), chose "Get Your Tax Record." Select "Get Transcript by Mail." Request the "IRS Verification of Non-Filing." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- TELEPHONE – Call 1-800-908-9946. Request the "IRS Verification of Non-Filing." Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- PAPER FORM – Go to [www.irs.gov](http://www.irs.gov). Select the Forms and Instructions link. In the search box type in "4506-T." Chose the 4506-T link that appears to open the fillable PDF form. To have the transcript mailed directly to our office, on line 5(a) 4506-T, enter "Vanderbilt University Office of Student Financial Aid, PMB 407810, 2309 West End Ave., Nashville, TN 37240-7810 (615) 322-3591". Check the box for option 7 to request your Verification of Non-Filing. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

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