

**2019-2020 Independent  
Verification Worksheet  
Vincennes University**

Student Financial Services  
1002 N. 1st St., Vincennes, IN 47591  
Ph: 812-888-4361  
Fax: 812-888-4261

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Phone or cell # \_\_\_\_\_ E-mail \_\_\_\_\_

*We will make any corrections, if necessary, to your FAFSA based on the information you provide. Please return all documents together as soon as possible. If you wait to submit them until after the end of the semester or after you have withdrawn, you may not be eligible for any federal or state financial aid.*

**STEP 1: Complete the chart below by listing:**

- ✓ Yourself and your spouse (if you are married).
- ✓ Your children, **if you will provide more than half of their support** now through June 30, 2020.
- ✓ Any other people who **live with you** and for whom **you will provide more than half support** from now through June 30, 2020. Additional information and tax forms may be requested as proof of support.
- ✓ Provide a college name in the **College** column if that person will be attending half time or more during the 2019-2020 academic year. (At least 6 credits per semester is the usual requirement for half-time status.)

Family Member Full Name	Date of Birth	Relationship	College ( <i>attend half time or more</i> )
		Self	Vincennes University

**STEP 2 is for those who filed a 2017 federal tax return.**

If you have not already used the IRS Data Retrieval tool on your FAFSA, provide income and tax information by mail, fax, or in person in one of the following ways—A, B, or C.

- A. To use the FAFSA IRS Data Retrieval tool: Return to [fafsa.gov](http://fafsa.gov) and login, then select *Make FAFSA Corrections*, use the IRS Data Retrieval Tool in the financial information section. *Do not change the transferred IRS data.* Be sure to E-sign and click “Submit my FAFSA now”.

NOTE: If you are married and you and your spouse filed separate returns or if your FAFSA marital status is different than your 2017 tax filing status, you cannot use this method. Rather, you and your spouse must each use option B or C.

- B. Submit a signed copy of your **2017 federal tax return** (1040, 1040A, or 1040EZ).
- C. To obtain your **2017 IRS tax return transcript**, go to <https://www.irs.gov/individuals/get-transcript> and request it. Click on either the “Get Transcript ONLINE” button or the “Get Transcript by MAIL” button and follow directions.

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_

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**STEP 3 is for those who were not required to file a 2017 federal tax return.**

Federal student aid regulations require those who did not file a 2017 federal tax return to submit an **IRS Verification of Non-filing letter**. *If neither you nor your spouse filed a 2017 federal tax return, each of you must submit an IRS Verification of Non-filing letter.*

Obtain the IRS Verification of Non-filing at <https://www.irs.gov/individuals/get-transcript>. Click on the “Get Transcript ONLINE” button or the “Get Transcript by MAIL” button and follow directions. If you use Form 4506-T, you must check box #7. Directions, mailing addresses, and fax numbers are on page 2 of the form. If you are unable to obtain a Verification of Non-filing for you or your spouse, ask us for an Affirmation of Non-filing for an independent student. Submit to our office by mail, fax, or in person.

- ✓ \_\_\_\_\_ Student, initial here if you did not and were not required to file a 2017 federal tax return.
- ✓ \_\_\_\_\_ Student, initial here if you did not work for pay in 2017.
- ✓ \_\_\_\_\_ Spouse, initial here if you did not and were not required to file a 2017 federal tax return.
- ✓ \_\_\_\_\_ Spouse, initial here if you did not work for pay in 2017.

If you and/or your spouse earned even a small amount, record it in the table below. **List every employer** and the amount earned from each. Attach a copy of an IRS W-2 from each who should have provided one. If you did not receive or have lost your W-2s, request **Wage & Income Transcripts for 2017** at <https://www.irs.gov/individuals/get-transcript> or use Form 4506-T and request item #8.

Employer’s Name	2017 Amount Earned	If W-2 is not attached, explain why.
EXAMPLE: My neighbor, J. Smith	\$400.00	Paid in cash for painting rooms.

NOTE: If the requirement for verification or the results of verification yield a change in an award you have already received, we will notify you via email to check your MyVU account for the most up-to-date awards.

**By signing below, I affirm that all the information on pages 1 and 2 is complete and correct.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**After you turn in this form, please DO NOT make any changes to your FAFSA.**