

2017-2018 IRS Income Tax Verification Guide

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) has been selected for verification. **Funding is limited** and we strongly encourage you to submit all required documentation as quickly as possible. **Please include the student's name and Virginia Tech ID number on all pages submitted.**

Required Documents to complete verification:

- ✓ Dependent Verification Worksheet Signed by Student and Parent (**pages 2 & 3 below**) **AND**
- ✓ 2015 signed IRS Tax Return Transcripts for both Student and Parent **OR**
- ✓ 2015 signed IRS Tax Return Form (1040, 1040A, or 1040EZ) **OR**
- ✓ If student and/or parent will not and are not required to file a tax return see instructions below

Options to Provide Income Tax Documentation

Provide a signed copy of 2015 IRS Tax Return Transcript

- IRS Online Tax Return Transcript Request <https://www.irs.gov/individuals/get-transcript>
- IRS Automated Phone Transcript Service 1-800-908-9946

OR

Provide a signed copy of the 2015 IRS Tax Return Form (1040, 1040A, 1040EZ)

OR

If parent and/or student are not required by law to file a federal tax return you will need to provide the following for each non-filer:

1. List earnings on page 3 of this document **AND** provide a copy of IRS Form W-2 for each source of 2015 employment income received (or an equivalent document such as the Wage and Income Transcript) Wage and Income Transcripts can be obtained at <https://www.irs.gov/individuals/get-transcript>

Note for Individuals Who Filed an Amended IRS Income Tax Return:

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

1. A **2015 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **AND**
2. A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

**2017-2018
Dependent Student Verification Worksheet**

Student's ID Number: _____ Email: _____

Student's Full Legal Name: _____ , _____ , _____
(Please print clearly) Last First Middle

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) has been selected for verification. The Office of University Scholarships and Financial Aid will compare your FAFSA with the information on this form and with any other required documents. If there are differences between your FAFSA and verification documents, we will make the corrections electronically. If necessary, our office will request additional information. Please do not make any on-line corrections to your FAFSA during this process.

Please include the student's name and Virginia Tech ID number on all pages submitted.

Household information
Please complete all boxes for persons listed

List the people in your parent(s)' household, including:

- Yourself, even if you don't live with your parent(s); **AND**
- Your parent(s), if your legal parent(s) (biological and/or adoptive) are not married to each other and live together provide information about both of them regardless of their gender; **AND**
- Your parent(s) other children, even if they do not live in your parent's household, if your parent(s) will provide more than half of their support between July 1, 2017 and June 30, 2018, or the children would be required to provide parental information when applying for Federal Student Aid; **AND**
- Other people if they now live with your parent(s), your parent(s) provide more than half of their support and your parent(s) will continue to provide more than half of their support between July 1, 2017 and June 30, 2018.

Include the name of the college for any household members, excluding parent(s), 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 additional pages if necessary to list each person in the household.

Full Name	Age (Do not leave blank)	Relationship to Student	College/University
1)	Age	Self	Virginia Tech
2)	Age	Parent/Stepparent	XXXXXXXXXXXXXXXXXX
3)	Age	Parent/Stepparent	XXXXXXXXXXXXXXXXXX
4)	Age		
5)	Age		
6)	Age		
7)	Age		

Attach additional page(s) if necessary

Student ID Number _____

Student Last Name _____

Student Filing Status
Order IRS Tax Transcripts by phone: 1-800-908-9946 or online at www.irs.gov

Check all that apply

- Was not employed and had \$0 income from work for 2015
- Have filed a 2015 Federal tax return and an IRS Tax Transcript or IRS tax form is attached or will be provided
- Was employed in 2015 and **will not** and **am not** required to file a Federal tax return*

* Non-Filers only complete the chart below and attach copies of ALL W2's or statements of earnings received.

Name of Employer	2015 Amount Earned	IRS W-2
FOR NON FILERS ONLY		

Parent Filing Status
Order IRS Tax Transcripts by phone: 1-800-908-9946 or online at www.irs.gov

Check all that apply

- Was not employed and had no income from work for 2015
 _____ Mom or Parent 1 _____ Dad or Parent 2
- Has filed a 2015 Federal tax return and an IRS Tax Transcript or IRS tax form is attached or will be provided.
 _____ Mom or Parent 1 _____ Dad or Parent 2
- Was employed in 2015 but **will not** & **am not** required to file a Federal tax return with the IRS.*
 _____ Mom or Parent 1 _____ Dad or Parent 2

* Non-Filers only complete the chart below and attach copies of ALL W2's or statements of earnings received.

Name of Employer	2015 Amount Earned	IRS W-2
FOR NON FILERS ONLY		

Please be sure all information is complete and include all signatures. **Electronic signatures are not acceptable.** Make sure the student last name and ID number are clearly indicated on the top of each page.

If I purposely give false or misleading information on this worksheet, I may receive a fine, a prison sentence, or both. By signing this information request, I am certifying that all information is complete and correct.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

Please Note: Email is not always a secure method of communication and may inadvertently expose your information if misdirected. Virginia Tech suggests using fax, U.S. Postal Service or personal delivery as a more secure method of delivery. If you choose to submit information through email, Virginia Tech will not be responsible for any exposure of data.)

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