



**Office of Student Financial Aid & Scholarships**  
**V-1 Independent Verification Worksheet**  
**2020-2021**

Revised: 2/27/20

Student Name: \_\_\_\_\_ NSHE ID: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**SECTION 1: HOUSEHOLD INFORMATION**

**Household Members:** Read the following to determine what information you must provide in the boxes below. Persons do not necessarily have to have been claimed on taxes to be considered a part of the household.

- If you **are married and not separated**, you must report information for your spouse, your children, and any household members that live with you if you will provide *more than half of their support* between July 1, 2020 and June 30, 2021.
- If you **are not married**, you must report information for your children and any household members that live with you if you will provide *more than half of their support* between July 1, 2020 and June 30, 2021.
- If you **are divorced, separated, or widowed**, you must report information for your children and any household members that live with you if you will provide *more than half of their support* between July 1, 2020 and June 30, 2021.
- *If more space is needed for additional household members, please attach a separate page.*

<b>Spouse Name:</b>
Date of Birth:
Is this person enrolled in college? <input type="checkbox"/> Yes <input type="checkbox"/> No
If this person is enrolled in college, are they enrolled at least half-time? <input type="checkbox"/> Yes <input type="checkbox"/> No/NA
College:
School Code:

1. Full Name:
Date of Birth:
Relationship to student:
Is this person enrolled in college? <input type="checkbox"/> Yes <input type="checkbox"/> No
If this person is enrolled in college, are they enrolled at least half-time? <input type="checkbox"/> Yes <input type="checkbox"/> No/NA
College:
School Code:

2. Full Name:
Date of Birth:
Relationship to student:
Is this person enrolled in college? <input type="checkbox"/> Yes <input type="checkbox"/> No
If this person is enrolled in college, are they enrolled at least half-time? <input type="checkbox"/> Yes <input type="checkbox"/> No/NA
College:
School Code:

3. Full Name:
Date of Birth:
Relationship to student:
Is this person enrolled in college? <input type="checkbox"/> Yes <input type="checkbox"/> No
If this person is enrolled in college, are they enrolled at least half-time? <input type="checkbox"/> Yes <input type="checkbox"/> No/NA
College:
School Code:

4. Full Name:
Date of Birth:
Relationship to student:
Is this person enrolled in college? <input type="checkbox"/> Yes <input type="checkbox"/> No
If this person is enrolled in college, are they enrolled at least half-time? <input type="checkbox"/> Yes <input type="checkbox"/> No/NA
College:
School Code:

5. Full Name:
Date of Birth:
Relationship to student:
Is this person enrolled in college? <input type="checkbox"/> Yes <input type="checkbox"/> No
If this person is enrolled in college, are they enrolled at least half-time? <input type="checkbox"/> Yes <input type="checkbox"/> No/NA
College:
School Code:



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**SECTION 2: TAX FILING STATUS**

**STUDENT (and spouse if filed jointly)**, select one of the following:

**A.** I have already used the IRS Data Retrieval Tool (DRT) on the FAFSA to transfer 2018 IRS income tax return information onto the FAFSA.

**B.** I am providing my **official 2018 IRS Tax Return Transcript**.

**C.** I am providing a **SIGNED copy of my 2018 IRS Form 1040 and all applicable schedules**, which may include Schedule 1, Schedule 2, Schedule 3, Schedule C, and/or Schedule K. One or more schedules may not be applicable but must be provided if available.

**D.** I amended my 2018 taxes. I am providing the **tax documentation listed in option B or C above and a SIGNED copy of my 2018 IRS Form 1040X** that was filed with the IRS.

**E.** I was employed in 2018 and was not required to file a 2018 Federal Tax Return. **I have listed all employers and wages earned** in the spaces provided below, even if the employer(s) did not issue a W2. This includes wages not reported to the IRS. I have attached **all 2018 W2s and a verification of non-filing (VNF) letter** from the IRS dated on or after October 1st, 2019. *(To obtain non-filing documentation, use IRS Form 4506-T, option 7.)*

Employer Name(s): \_\_\_\_\_

Wages Earned: \_\_\_\_\_

**F.** I was not employed in 2018 and was not required to file a 2018 Federal Tax Return. I have attached a **verification of non-filing (VNF) letter** from the IRS dated on or after October 1st, 2019. *(To obtain non-filing documentation, use IRS Form 4506-T, option 7.)*

**SPOUSE (if filed separately)**, select one of the following:

**A.** I have already used the IRS Data Retrieval Tool (DRT) on the FAFSA to transfer 2018 IRS income tax return information onto the FAFSA.

**B.** I am providing my **official 2018 IRS Tax Return Transcript**.

**C.** I am providing a **SIGNED copy of my 2018 IRS Form 1040 and all applicable schedules**, which may include Schedule 1, Schedule 2, Schedule 3, Schedule C, and/or Schedule K. One or more schedules may not be applicable but must be provided if available.

**D.** I amended my 2018 taxes. I am providing the **tax documentation listed in option B or C above and a SIGNED copy of my 2018 IRS Form 1040X** that was filed with the IRS.

**E.** I was employed in 2018 and was not required to file a 2018 Federal Tax Return. **I have listed all employers and wages earned** in the spaces provided below, even if the employer(s) did not issue a W2. This includes wages not reported to the IRS. I have attached **all 2018 W2s and a verification of non-filing (VNF) letter** from the IRS dated on or after October 1st, 2019. *(To obtain non-filing documentation, use IRS Form 4506-T, option 7.)*

Employer Name(s): \_\_\_\_\_

Wages Earned: \_\_\_\_\_

**F.** I was not employed in 2018 and was not required to file a 2018 Federal Tax Return. I have attached a **verification of non-filing (VNF) letter** from the IRS dated on or after October 1st, 2019. *(To obtain non-filing documentation, use IRS Form 4506-T, option 7.)*



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**SECTION 3: TAXED INCOME (Enter ANNUAL amounts. If answer does not apply, enter \$0.)**

1. **STUDENT**, do the letters "SCH" appear on line 1 of your 2018 1040?

Yes  No/NA

If yes, enter the amount next to the letters "SCH": \_\_\_\_\_

2. **SPOUSE (if filed separately)**, do the letters "SCH" appear on line 1 of your 2018 1040?

Yes  No/NA

If yes, enter the amount next to the letters "SCH": \_\_\_\_\_

**SECTION 4: ROLLOVERS**

**Answer the following questions.** If your answer for any of the questions is "Yes," provide a copy of your 1099-R.

1. **STUDENT**, if your 2018 1040 lists an amount for IRAs, pensions, and annuities (line 4a), is this a **ROLLOVER** amount?

Yes  No/NA

2. **SPOUSE (if filed separately)**, if your 2018 1040 lists an amount for IRA, pensions, and annuities (line 4a), is this a **ROLLOVER** amount?

Yes  No/NA

**SECTION 5: CERTIFICATION**

By signing this worksheet, I certify that I have read through **ALL** information and **ALL** instructions on this form and have followed instructions to the best of my ability. I further certify that all information reported on this worksheet is complete and correct, and understand that verification will not be processed if any section has been left blank.

**Signing for someone else is fraud, even with their permission.**

**ELECTRONIC SIGNATURES ARE NOT ACCEPTED.**

**Student Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Did you remember to:**

1. Answer every question?
2. Double-check for accuracy?
3. Sign and date in Section 5?