



**Office of Student Financial Aid & Scholarships**  
**V-5 Independent Verification Worksheet**  
**2020-2021**

OFFICE USE ONLY

Revised: 2/27/20

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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:
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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

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

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

Yes  No

If yes, enter the amount next to "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: HIGH SCHOOL COMPLETION STATUS**

Select and provide one of the following documents that will indicate the student's high school completion status when the student begins college in 2020-2021:

- A copy of the student's high school diploma
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded
- A state certificate or transcript received by a student after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential
- For a homeschooled student in a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting

**SECTION 6: 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:** \_\_\_\_\_



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**SECTION 7: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE**

**Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student must appear in person at the University of Nevada, Reno to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)**

**If the student is unable to appear in person at the University of Nevada, Reno to verify his or her identity, the student must provide:**

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose, which is provided below and must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**I certify that I** (Print Student's Name), \_\_\_\_\_ **, am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending the University of Nevada, Reno for 2020-2021.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by FA Personnel only:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTARY'S CERTIFICATION OF ACKNOWLEDGEMENT**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Date) (Notary's name)

personally appeared \_\_\_\_\_ and proved to me on basis of satisfactory evidence of  
(Printed name of signer)

identification \_\_\_\_\_ to be the above-named person who signed the foregoing  
(Type of government-issued photo ID provided)

instrument.

**WITNESS my hand and official seal**

(Seal) \_\_\_\_\_ (Notary signature)

My commission expires on \_\_\_\_\_  
(Date)