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**2022-23 Verification Worksheet**

**Section 1: Student Information**

Student’s Name Date of Birth

**Section 2: Family Household Information**

If you are a ***dependent student***, list all members of your household, beginning with yourself. Attach a separate sheet if necessary.

Write in the space provided below the requested information for each of the following persons:

* Yourself
* Your parent(s) (include stepparent)
* Your parent(s)’ other dependent children if your parent(s) will provide more than half of their support between July 1, 2022 and June 30, 2023
* Other people only if they now live in your parent(s)’ household and your parent(s) will provide more than half of their support between July 1, 2022 and June 30, 2023

If you are an ***independent student***, list in the space below the requested information for each of the following persons:

* Yourself
* Your spouse (if you are married)
* Your children, if you will provide *more than half of their support* between July 1, 2022 and June 30, 2023
* Other people only if they live in your household and you provide *more than half of their support and will continue to do so* between July 1, 2022 and June 30, 2023

**Number in College:** Write in the name of the college for any household member who will be attending college at least half-time in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time between July 1, 2022 and June 30, 2023. **Do not include parents as enrolled in college.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Age**  | **Relationship to Student** | **Name of College** |
|   |   |  *Student* | *University of Lynchburg* |
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|   |   |   |   |
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**Note:** We may require additional documentation if we have reason to believe the household information is inaccurate.

**Section 3: Student Verification of 2020 Earnings – Complete if the student DID NOT file a 2020 Federal Tax Return:**

The instructions and certifications in Section 3 apply to the **student** (and spouse, if married). Complete this section if the student and/or student’s spouse **did not file** a 2020 federal tax return with the IRS.

Check the box that applies for the **Student and/or Student’s Spouse**:

 🞏 The student (and/or spouse, if married) was **not** employed and had **no** income earned from work in 2020.

🞏 The student (and/or spouse, if married) **was employed** in 2020 (**but was not required to file a federal tax return**). Listed below are the name(s) of all employers, the amount earned from each employer in 2020 and whether a W2 form was provided. Include work for which you were paid cash (i.e., babysitting, etc.). **Send copies of all 2020 W2 forms issued by the employer(s) listed to the Office of Financial Aid.**

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| --- | --- | --- |
| **Employer's Name / Name of Employee** | **2020 Amount Paid** | **Did you receive a W2?** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **Total Amount of Income Earned from Work** | **$** |  |

**Independent Student Note:** If you completed your FAFSA as an independent student (not using parent information) and you did not file a 2020 federal tax return, you **must** send the Office of Financial Aid an **IRS Verification of Non-filing Letter**. The **IRS Verification of Non-filing Letter** provides proof that the IRS has no record of a filed federal tax return 1040 for 2020. It does not indicate whether you were required to file a return for that year. This letter is available at [www.irs.gov](http://www.irs.gov) using *Get Transcript Online*.

**Section 4: Parent Verification of 2020 Earnings – Complete if the parent(s) DID NOT file a 2020 Federal Tax Return:**

Complete Section 4 if the parent(s) **did not file and are not required** to file a 2020 federal tax return with the IRS.

Check the box that applies for the parent(s):

 🞏 Neither parent was employed, nor did they have any income from work in 2020.

🞏 One or both parents were employed in 2020 **but were not required to file a federal tax return.** List below the names of all employers, the amount earned from each employer in 2020, and whether a W2 form was provided by the employer. **(Send copies of all 2020 W2 forms to the Office of Financial Aid.)** List every employer even if the employer did not issue a W2 form.

|  |  |  |
| --- | --- | --- |
| **Employer's Name / Name of Employee** | **2020 Amount Paid** | **Did you receive a W2?** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **Total Amount of Income Earned from Work** | **$** |  |

**NOTE:** Parents who **did not file** a 2020 federal tax return, **must** provide the Office of Financial Aid an **IRS Verification of Non-filing Letter**. The **IRS Verification of Non-filing Letter** provides proof that the IRS has no record of a filed federal tax return 1040 for 2020. It does not indicate whether you were required to file a return for that year. An IRS **Verification of Non-filing Letter** is required for each parent included on the FAFSA. This letter is available at [www.irs.gov](http://www.irs.gov) using *Get Transcript Online*.

**Section 5: Certification and Signature**

Each person signing this form certifies that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign.

**Federal Warning:** *If you purposely give false or misleading information on this worksheet, you may be fined, be sent to prison, or both.*

Student Signature Date:

Parent Signature Date:

**Return this Worksheet & Requested Items to the University of Lynchburg Office of Financial Aid**

Use the secure link at <https://www.lynchburg.edu/undergraduate-admission/financial-aid/forms-and-publications/>