



Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. The Department of Education requires Vanguard University (VU) to verify your FAFSA information. VU is requesting documents to confirm the data entered on your FAFSA. If discrepancies are found, we may request additional documentation and/or make required updates to your FAFSA application. Please check your Financial Aid Self-Service Portal for additional requirements that may be needed. We will send an email notice to the student’s @vanguard.edu email account when verification is complete. Please submit required document(s) by **June 1, 2023** so your financial aid is reflected on your student account prior to financial registration and/or payment plan deadlines.

Name: _____ Student ID: _____

A. HOUSEHOLD/FAMILY INFORMATION

List ALL the people in your household, including:

- **Yourself** and **your parent(s)** (including stepparent) even if you don’t live with your parent(s)
- **Your parents’ other children**, even if they don’t live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2023 through June 30, 2024, or (b) the children would be required to provide parental information when applying for Federal Student Aid
- **Any other people** if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024
- All household members and college(s) for any household member(s) who will be enrolled in a degree, diploma, or certificate program and attending at least half time between July 1, 2023 and June 30, 2024 (Note: Parents in college or siblings in graduate programs cannot be factored into number in college)

Full Name	Age	Relationship	College
		SELF	Vanguard University

B. STUDENT TAX FORMS AND INCOME – DO NOT leave any blanks

- Yes: I have already filed** a 2021 Income Tax Return

Check the box that applies:

- Option 1:** The IRS Data Retrieval Tool has been used to transfer my 2021 IRS income information to my FAFSA.
 - Option 2:** Submit an **IRS Tax Return Transcript** or a **signed Income Tax Return (1040)** with Schedules 1,2, or 3 if filed. Transcripts can be requested via [IRS.gov](https://www.irs.gov) or 1.800.908.9946. *We cannot accept an "IRS Tax Account Transcript."*
 - Option 3:** Submit a signed amended IRS income Tax Return, granted identity theft, or file a non IRS income tax return.
- No: I did not file** a 2021 Income Tax Return with the IRS

Check the box that applies:

- I was not employed and had no income earned from work in 2021 **(Mark chart(s) N/A as necessary).**
- I was employed in 2021 and have listed below the names of all employers and the amount earned from each employer in 2021 Please list all employers, even if they did not issue a W-2 or a 1099 form. Provide copies of all 2021 IRS W-2 forms issued to the student by their employers

2021 Student Income Information for Nontax Filers

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
(Example) Samson's Coffee Shop	\$3,485	Yes
	\$	
	\$	
	\$	
Total Amount of Income Earned from Work	\$	

C. PARENT TAX FORMS AND INCOME – DO NOT leave any blanks

- Yes: I have already filed** a 2021 Income Tax Return

- Option 1:** The IRS Data Retrieval Tool has been used to transfer my 2021 IRS income information to my FAFSA.
- Option 2:** Submit an **IRS Tax Return Transcript** or a **signed Income Tax Return (1040)** with Schedules 1,2, or 3 if filed. Transcripts can be requested via [IRS.gov](https://www.irs.gov) or 1.800.908.9946. *We cannot accept an "IRS Tax Account Transcript."*
- Option 3:** Submit a signed amended IRS income Tax Return, granted identity theft, or file a non IRS income tax return.

- No: I did not file** a 2021 Income Tax Return with the IRS

Check the box that applies:

- I was not employed and had no income earned from work in 2021 **(Mark chart(s) N/A as necessary).**

- I was employed in 2021 and have listed below the names of all employers and the amount earned from each employer in 2021 Please list all employers, even if they did not issue a W-2 or a 1099 form. Provide copies of all 2021 IRS W-2 forms issued to the parent by their employers

2021 Parent Income Information for Nontax Filers

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
(Example) Samson's Coffee Shop	\$3,485	Yes
	\$	
	\$	
	\$	
Total Amount of Income Earned from Work	\$	

D. FOR PARENT NONTAX FILERS: You must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority. A confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7. If appropriate, a similar confirmation from another taxing authority (e.g., a U.S. territory or a foreign government) is also acceptable.

E. DOCUMENTATION OF IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

In order to complete the verification process, you will need to appear in person at the Financial Aid Office and present a government-issued ID (Example: driver's license, military ID, passport, etc.) and this verification worksheet to an authorized Financial Aid Office staff member who will validate the statement below at the time of submission by providing a signature and date. ***If you cannot appear in person to submit this worksheet, you will need to mail a copy of your government issued ID and a notarized copy of this worksheet to: Vanguard University, Attn: Financial Aid, 55 Fair Dr. Costa Mesa, CA 92626.***

Statement of Educational Purpose

I certify that I 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 Vanguard University for 2023-2024.

Student Signature: _____

Date: _____

****Electronic signature not accepted***

FAO staff member signature and date

Or

Public notary signature and date

F. SIGNATURE *(signature required)*

I (we) certify that the information provided on this form and all attached documentation is true and complete to the best of my (our) knowledge. I (we) agree to provide further documentation for verification if requested by the Financial Aid Office.

Student Signature: _____

Date: _____

****Electronic signature not accepted***

Parent Signature: _____

Date: _____

****Electronic signature not accepted***