



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. Submit all documentation with appropriate signatures and attachments through your Financial Aid Self-Service Portal by **June 1, 2023** to receive your financial award letter in early summer before financial registration and payment plan deadlines.

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**A. HOUSEHOLD/FAMILY INFORMATION**

List ALL the people in your household, including:

- **Yourself** and **your spouse (if applicable)** even if you live with your parent(s)
- **Your dependent(s)** that you will 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

Full Name	Age	Relationship	College
		SELF/STUDENT	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
	\$	
	\$	
	\$	
<b>Total Amount of Income Earned from Work</b>	\$	

**C. SPOUSE TAX FORMS AND INCOME - Please do not leave any blanks**

- I am married:     No (skip ahead to section D)  
                            Yes (continue below)
- Yes: I have already filed** a 2021 Income Tax Return
    - Option 1:** The student and spouse filed jointly, and the IRS Data Retrieval Tool was utilized for both student and spouse 2021 income information.
    - Option 2:** The student and spouse filed jointly, and a copy of the **IRS Tax Return Transcript** or **signed Income Tax Return** (with Schedules 1, 2, or 3, if filed) will be provided.
    - Option 3:** The student and spouse filed separately, and a copy of the spouse's **IRS Tax Return Transcript** or **signed Income Tax Return** will be provided. **I understand that verification cannot be completed without this document.**
  - 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).

**2021 Spouse Income Information for Nontax Filers**

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

**D. 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 the federal student financial assistance I may receive will only be used for educational expenses 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

**E. SIGNATURE (signature required)**

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

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

**\*Electronic signature not accepted**