



University of the Virgin Islands - Office of Financial Aid 2019-2020 STANDARD Verification Worksheet

**V1
Dependent**

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before any Federal Student aid can be awarded, you and your parent(s) must provide copies of **2017 Tax transcript(s), W-2 form(s) or Verification of Non-Filing Letter and other required documents** to your school. The documents will be used to verify that the information reported on your FAFSA is correct. Any discrepancies will result in revision of your FAFSA. You must complete and sign the worksheet, attach all required documents, and submit to the University of the Virgin Islands Financial Aid Office. If you have questions about verification, contact us at 340-692-4193, St. Croix or at 340-693-1090, St. Thomas.

What you should do

1. Talk to your financial aid administrator if you have any questions about completing this worksheet.
2. Complete and sign the worksheet – you and at least one parent.
3. Submit the completed worksheet, tax return transcript, W-2 form(s) and any other required documents your school requests to your financial aid administrator.
4. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. You or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

*** Tax filers must submit the 2017 Tax Return Transcript(s) and W-2 form(s)
*Non-tax filers must submit a Verification of Non-filing Letter from the IRS**

A. Student's Information

| | | | | |
|---------------------------------------|------------|----------|--------------------------------|-----------|
| Last Name | First Name | M.I. | Social Security Number | ID Number |
| Mailing Address | | | Date of Birth | |
| City | State | Zip Code | Email Address | |
| Home Phone Number (include area code) | | | Alternate or Cell Phone Number | |

B. Dependent Student's Family Information

List below the people in your parents' household. Include:

- Yourself and your parents (including a step-parent) even if you don't live with your parents.
- Your parents' other children if your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if they do not live with your parents.
- 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, 2019 through June 30, 2020.

Include the name of the college for any household member, excluding your parents, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019 and June 30, 2020. **If more space is needed, attach a separate page with the student's name and UVI student ID number at the top.**

| Full Name | Age | Relationship | College/University | Will be Enrolled at least half time (6 or more credits) |
|------------------------------|-----------|---------------|----------------------------------|---|
| <i>Missy Jones (example)</i> | <i>18</i> | <i>Sister</i> | <i>Central University</i> | <i>Yes</i> |
| | | Self | University of the Virgin Islands | |
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| | | | | |

Note: Additional documentation for the household member(s) enrolled at an eligible postsecondary educational institution may be required.

C. Dependent Student's Tax Return Transcript & Other Income Information

1. Check only one box below. To request an official 2017 Tax Return Transcript or Verification of Non-filing Letter from the Internal Revenue Service (IRS), you may call 1-800-908-9946 or complete the request Form 4506T online at www.irs.gov. For **U. S. Virgin Islanders**, Form 4506T must be completed and signed by the tax payer or non-filer and submitted to the Bureau of Internal Revenue (BIR) offices. You may also contact the VI BIR offices for assistance: St. Croix – (340) 773-1040; St. Thomas – (340) 715-1040; St. John – (340) 777-1446.

Check here if you will be attaching your **W-2 Form(s) and 2017 IRS Tax Return Transcript** – not photocopies of the income tax return.

2. If you did not file and are not required to file a 2017 Federal income tax return, list below **your employer(s)**, even if **you were not issued an IRS W-2 Form**.

| Employer's Name or Source of Income (Money received or paid on your behalf to include housing, food, living allowances) | IRS W-2 Attached Yes/No | 2017 Income |
|---|-------------------------|-------------|
| | | \$ |
| | | \$ |
| | | \$ |

3. Funds received for child support and other untaxed income (See question 45 on the FAFSA.)

| Sources of Untaxed Income | 2017 Amount | Sources of Untaxed Income | 2017 Amount |
|--|-------------|---|-------------|
| a. Child support received | \$ | e. Workman's Compensation | \$ |
| b. Tax exempt (IRS form 1040 & 1040A-line 8b) | \$ | f. Veterans non-education benefits | \$ |
| c. Untaxed IRA distributions (IRS form 1040-line 15a minus 15b / 1040A-line 11a minus 11b) | \$ | g. Untaxed pensions (IRS form 1040-line 16a minus 16b / 1040A-line 12a minus 12b) | \$ |
| d. IRA deductions & payments (IRS form 1040-line 28+32/1040A-line 17) | \$ | h. Payments to pension (W-2 boxes 12a through 12d, codes D, E, F, G, H & S) | \$ |

D. Parent(s)' Tax Return Transcript & Other Income Information

1. Check only one box below. To request an official 2017 Tax Return Transcript or Verification of Non-filing Letter from the Internal Revenue Service (IRS), you may call 1-800-908-9946 or complete the request Form 4506T online at www.irs.gov. For **U. S. Virgin Islanders**, Form 4506T must be completed and signed by the tax payer or non-filer and submitted to the Bureau of Internal Revenue (BIR) offices. You may also contact the VI BIR offices for assistance: St. Croix – (340) 773-1040; St. Thomas – (340) 715-1040; St. John – (340) 777-1446.

Check here if **your parent(s)** will be attaching the **W-2 Form(s) and 2017 IRS Tax Return Transcript** – not photocopies of the income tax return.

Check here if **your parent(s)** will be attaching a **Verification of Non-Filing Letter** because they will not file or were not required to file; or were not employed and had **no income earned** from work in 2017.

2. (a) If your parent(s) did not file and are not required to file a 2017 Federal income tax return, list below **your parent(s) employer(s)**, even if **they were not issued an IRS W-2 Form**. (b) If your parent(s) were not employed and had **no income earned** from work in 2017, list the source of any income your household received in 2017.

| Employer's Name or Source of Income (Money received or paid on your behalf to include housing, food, living allowances) | IRS W-2 Attached Yes/No | 2017 Income |
|---|-------------------------|-------------|
| | | \$ |
| | | \$ |
| | | \$ |

3. Funds received for child support and other untaxed income (See question 94 on the FAFSA.)

| Sources of Untaxed Income | 2017 Amount | Sources of Untaxed Income | 2017 Amount |
|--|-------------|---|-------------|
| a. Child support received | \$ | e. Workman's Compensation | \$ |
| b. Tax exempt (IRS form 1040 & 1040A-line 8b) | \$ | f. Veterans non-education benefits | \$ |
| c. Untaxed IRA distributions (IRS form 1040-line 15a minus 15b / 1040A-line 11a minus 11b) | \$ | g. Untaxed pensions (IRS form 1040-line 16a minus 16b / 1040A-line 12a minus 12b) | \$ |
| d. IRA deductions & payments (IRS form 1040-line 28+32/1040A-line 17) | \$ | h. Payments to pension (W-2 boxes 12a through 12d, codes D, E, F, G, H & S) | \$ |

E. Certification & Signature

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent must sign this worksheet.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the University of the Virgin Islands financial aid office.