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# University of the Virgin Islands - Office of Financial Aid 2023-2024 STANDARD Verification Worksheet

V1  
Dependent

### What you should do

Your 2023-2024 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 **2021 Tax Return transcript(s) or a signed copy of the 2021 tax return, applicable schedules and 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 [financialaidstx@uvi.edu](mailto:financialaidstx@uvi.edu) or 340-692-4193, St. Croix or at [financialaidstt@uvi.edu](mailto:financialaidstt@uvi.edu) 340-693-1090, St. Thomas.

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, **2021 Tax Return transcript(s) or a signed copy of the 2021 tax return, applicable schedules**, 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 2021 Tax Return transcript(s) or a signed copy of the 2021 tax return, applicable schedules and W-2 form(s)**

**\* PARENTAL Non-tax filers must submit a Verification of Non-Filing Letter from the IRS**

## A. Student's Information

Last Name		First Name	M.I.	Last 4 Digits of SSN	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, 2023 through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. 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, 2023 through June 30, 2024.

Include the name of the college for any household member, excluding your parents, who will be enrolled, at least half time (six credit hours) in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023 and June 30, 2024. **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>	18	Sister	Central University	Yes
		Self	University of the Virgin Islands	

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

**C. Dependent Student | 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**

**2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**

To request an official 2021 Tax Return Transcript

- For U. S. Virgin Islanders Tax Filers:** Form 4506T must be completed and signed by the taxpayer 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.
- For U.S Tax Filers:** Complete Form 4506T online at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.
  - Not employed in 2021.
  - Check here if you will be attaching your **W-2 Form(s) and 2021 IRS Income Tax Return or Tax Return Transcript.**
- If you did not file and are not required to file a 2021 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	2021 Income
		\$
		\$
		\$

- Funds received for child support and other untaxed income (See question 44 on the FAFSA.)

Sources of Untaxed Income	2021 Amount	Sources of Untaxed Income	2021 Amount
a. Child support received	\$	e. Workman's Compensation	\$
b. Tax exempt (IRS form 1040 – Line 2a)	\$	f. Veterans non-education benefits	\$
c. Untaxed IRA distributions (IRS form 1040-line 4a minus 4b)	\$	g. Payments to pension (W-2 boxes 12a through 12d, codes D, E, F, G, H & S)	\$
d. Untaxed IRA pensions & annuities (IRS form 1040-line 5a minus 5b)	\$		

**D. Parent(s) | 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**

**2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**

To request an official 2021 Tax Return Transcript or Verification of Non-Filing Letter

- For U. S. Virgin Islanders Tax Filers:** Form 4506T must be completed and signed by the taxpayer 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.
- For U.S Tax Filers:** Complete the request Form 4506T online at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.
  - Check here if **your parent(s)** will be attaching the **W-2 Form(s) and 2021 IRS Income Tax Return or Tax Return Transcript.**
  - 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 2021.
- (a) If your parent(s) did not file and are not required to file a 2021 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 2021, *list the source of any income your household received in 2021.*

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	2021 Income
		\$
		\$
		\$

- Funds received for child support and other untaxed income (See question 92 on the FAFSA.)

Sources of Untaxed Income	2021 Amount	Sources of Untaxed Income	2021 Amount
a. Child support received	\$	e. Workman's Compensation	\$
b. Tax exempt (IRS form 1040 – Line 2a)	\$	f. Veterans non-education benefits	\$
c. Untaxed IRA distributions (IRS form 1040-line 4a minus 4b)	\$	g. Payments to pension (W-2 boxes 12a through 12d, codes D, E, F, G, H & S)	\$
d. Untaxed IRA pensions & annuities (IRS form 1040-line 5a minus 5b)	\$		

**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.