



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

V5  
Independent

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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 spouse, *if married*, 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.

### 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.
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)**  
**\* 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. Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the child would be required to provide your 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 you.
- Other people if they now live with you, you 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 who will be enrolled, 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)
Marty Jones (example)	28	Spouse	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. 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 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 Form 4506T online at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.
- Check here if you are attaching your **W-2 Form(s) and 2021 IRS Income Tax Return or Tax Return Transcript**
- Check here if you are attaching your **Verification of Non-Filing Letter** because you will not file or were not required to file; or were not employed and had **no income earned** from work in 2021.
- 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 ( <i>Money received or paid on your behalf to include housing, food, living allowances</i> )	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. Spouse | 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 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.
  - For U.S Tax Filers:** Complete Form 4506T online at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.
- Check here if you are attaching your and your spouse's **W-2 form(s) and joint tax 2021 IRS Income Tax Return or Tax Return Transcript.**
- Check here if you are attaching your spouse's **W-2 form(s) and 2021 IRS Income Tax Return or Tax Return Transcript** if your spouse filed a separate tax return.
- Check here if your spouse is attaching a **Verification of Non-Filing Letter** because he/she will not file or were not required to file; or he/she was not employed and had **no income earned** from work in 2021.
- (a)** If your spouse did not file and is not required to file a 2021 Federal income tax return, *list below your spouse's employer(s) and income received in 2021, even if your spouse was not issued an IRS W-2 Form.* **(b).** *If your spouse was not employed and had no income earned from work in 2021, list the source(s) of any income your household received in 2021.*

Employer's Name or Source of Income ( <i>Money received or paid on your behalf to include housing, food, living allowances</i> )	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	\$
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d. Untaxed IRA pensions & annuities (IRS form 1040-line 5a minus 5b)	\$		





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**Section H - Part 1: Identity and Statement of Educational Purpose**

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
 Last Name First Name M.I. Last 4 Digits of SSN ID Number

If you are able to submit this form in person, you must complete **Section H - Part 1** in the presence of your Financial Aid Officer at your school.

The student must appear in person at University of the Virgin Islands to verify  
*(Name of Postsecondary Educational Institution)*

his or her identity by presenting a **valid, not expired, government-issued photo identification (ID)**, such as, but not limited to, a **driver's license, other state-issued ID, or passport**. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
*(Print Student's Name)*

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 University of the Virgin Islands for 2023-2024.  
*(Name of Postsecondary Educational Institution)*

\_\_\_\_\_  
*(Student's Signature)*

\_\_\_\_\_  
*(Student's ID Number)*

\_\_\_\_\_  
*(Date)*

**Office Use Only**

\_\_\_\_\_  
*Financial Aid Officer's Name*

\_\_\_\_\_  
*Financial Aid Officer's Signature*

\_\_\_\_\_  
*Date*

