



2024-2025 Standard Verification Worksheet Independent Student

4301 Broadway, Box 308
San Antonio, TX 78209
Phone: (210) 829-6008
Fax: (210) 283-5053
finaid@uiwtx.edu
www.uiw.edu/finaid

Black Ink Only

Revised 02/2024
FVW105

Your 2024-2025 FAFSA was selected for verification by the Dept. of Education, which requires us to confirm or correct the current family size and 2022 tax data reported on your FAFSA. You are required to complete the verification process in order to receive financial aid. More information is available at www.uiw.edu/finaid.

Student Name _____ Student ID _____ Student Phone Number (include area code) _____

STEP 1: FAMILY SIZE INFORMATION – attach a separate sheet, if necessary.

- List your spouse, and the people who live with you and for whom you provide **more** than 50% of their support, **and children** for whom you provide **more** than 50% of their support.

Full Name	Age	Relationship to Student

STEP 2: STUDENT’S AND/OR SPOUSE’S 2022 TAX FILING STATUS – Refer to page 2 for instructions on transferring tax information to the FAFSA, requesting an IRS Tax Return Transcript, and/or requesting a Non-Filing Letter

Did you (and/or your spouse, if applicable) file, or were you required to file, a 2022 U.S. Federal Income Tax Return?

- Yes.** Submit a SIGNED copy of your and/or your spouse's 2022 Tax Return.
 - o If you were not married in 2022, but are now married, both tax returns are still required.
 - o If you were married in 2022, but are now separated or divorced, please submit the Student Marital Status form and accompanying documentation.
- No, but I and/or my spouse earned income in 2022.** Submit copies of all 2022 earned income documents (W2s, 1099s, etc.) and the Non-filing form. *If you and/or your spouse would have filed a Foreign Tax Return, but were not required to do so, you/they will need to submit a verification of Non-Filing letter from the foreign tax authority.*
- No, but I and/or my spouse did file a foreign tax return.** Submit signed original and translated copies of foreign tax return, with amounts converted to USD and showing total earned, adjusted gross income, and taxes paid.
- No, I and/or my spouse had no 2022 earned income.**

STEP 3: STUDENT’S AND/OR SPOUSE’S WORK-STUDY EARNINGS

Did you, (and/or your spouse, if applicable), have any earnings from work-study during 2022?

- Yes.** Submit copies of work-study W2(s) from 2022.
- No.**

STEP 4: STUDENT’S AND/OR SPOUSE’S RETIREMENT DISTRIBUTIONS

Did you, (and/or your spouse, if applicable), receive a coronavirus-related distribution from a retirement plan in 2022?

- Yes.** Submit IRS Form 1099-R or a Wage and Income Statement from the IRS.
- No.**

STEP 5: CERTIFICATION AND SIGNATURES

I certify that all information reported on this worksheet is complete and accurate. I understand if I purposely give false or misleading information on this worksheet, I may be fined, sentenced to jail, or both.

Student Signature (Required)

Date (Required)

*All signatures must be handwritten in black ink only. Electronic/typed signatures and signatures made with an electronic pen will **not** be accepted.

Please note: The Office of Financial Assistance may request additional information or documents in order to complete verification. Please allow 3-5 business days for review.

Refer to the instructions below to request a Tax Return Transcript, or request a Verification of Non-filing Letter from the IRS. Special situations which may require additional documentation are listed below.

Requesting a Tax Return Transcript from the IRS

- Go to <http://www.irs.gov> and click on *Get Your Tax Record*.
- Click on *Get Transcript by Mail*, and follow the prompts using the primary tax-payer's information.
- Choose *Tax Return Transcript* as the requested form, and **2022** as the tax year. **Enter your student ID number in the Customer File Number box.** The transcript will be mailed to the address on the tax return. We are unable to accept an "Account Transcript," as it does not contain all the required information.
- Repeat the process for your spouse (if applicable).
- If you or your spouse amended the 2022 tax return, a signed copy of the 1040X will be required. In some cases, the changes were made directly by the IRS, and you/your spouse will have a letter from the IRS indicating this change.

Requesting a Verification of Non-Filing Letter from the IRS

- A Verification of Non-filing Letter or other confirmation of non-filing is only required when verifying income earned from work for a non-tax filer who would file a foreign tax return with a foreign tax authority.

Requesting a Wage and Income Statement from the IRS

- Go to <http://www.irs.gov> and click on *Get Your Tax Record*.
- Click on *Get Transcript by Mail*, and follow the prompts using the primary taxpayer's information.
- Choose *Wage and Income Statement* as the requested form, and **2022** as the tax year. **Enter your student ID number in the Customer File Number box.** The transcript will be mailed to the address on the tax return.
- Repeat the process for your spouse (if applicable).

Special Situations (may require additional documentation):

- If you and your spouse are separated but not divorced, both may still be required to provide tax information.
- If you and your spouse are married but filed taxes separately, both will need separate FSA IDs, and will need to provide signed copies of your returns or request a Tax Return Transcript and turn in a copy.
- If you and your spouse were married and filed a joint return in 2022, but are now divorced, you may submit a Student Marital Status form and a *Wage and Income statement*.