



2024-2025 Standard Verification Worksheet Dependent Student

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Black Ink Only

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Your 2024-2025 FAFSA was selected for verification by the Dept. of Education, which requires our office to confirm or correct the current family size and 2022 tax information reported on your FAFSA. You are required to complete the verification process in order to receive financial aid. For more information, please visit www.uiw.edu/finaid.

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

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

- List your **parent(s), step-parent** and people who live with and whom receive **more** than 50% of their support from your parent(s).
- List child(ren) of the same parent(s) who receive **more** than 50% of their support from them.

Full Name	Age	Relationship to Student

STEP 2: STUDENT'S 2022 TAX FILING STATUS – Refer to page 2 for instructions on requesting an IRS Tax Return Transcript or a verification of Non-Filing Letter from a non-IRS tax authority.

- A: Did you file, or were you required to file, a 2022 U.S. Federal Income Tax Return?
- Yes.** Submit a SIGNED copy of your 2022 Tax Return.
 - No, but I earned income in 2022.** Submit copies of all your 2022 earned income documents (W2s, 1099s, etc.) **and** the Non-filing form.
 - No, I had no 2022 earned income.** Skip Question B and proceed to provide your signature.

- B: Did you earn income from work-study during 2022?
- Yes.** Submit copies of 2022 W2(s) from work-study earnings.
 - No.**

Student Certification and Signature: 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 Handwritten 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.

STEP 3: PARENT'S 2022 TAX FILING STATUS – Refer to page 2 for instructions on requesting an IRS Tax Return Transcript or a verification of Non-Filing Letter from a non-IRS tax authority.

- A: Did your parent(s) file, or were they required to file, a 2022 U.S. Federal Income Tax Return?
- Yes.** Submit a SIGNED copy of your parent's 2022 Tax Return.
 - No, but they earned income in 2022.** Submit copies of all your parent's 2022 earned income documents (W2s, 1099s, etc.) **and** the Non-filing form. *If your parent(s) would have filed a Foreign Tax Return, but were not required to do so, they will need to submit a verification of Non-Filing letter from the foreign tax authority.*
 - No, but they 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, they had no earned income nor any other sources of income in 2022.**

- B: Did your parent(s) 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.**

Parent Certification and Signature: 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.

_____ **Parent Handwritten 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 from the IRS, or request a Verification of Non-filing Letter from a relevant tax authority other than the IRS. Special situations which may require additional documentation are listed below.

Requesting a Tax Return Transcript from the IRS

- If you or your parent are unable to locate a copy of the Tax Return, you may request one 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 the student's 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 the student or parent, as necessary.
- If you or your parent(s) amended the 2022 tax return after submitting the FAFSA, a signed copy of the 1040X will be required.

Requesting a Verification of Non-Filing Letter from a foreign tax authority

- 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 tax-payer'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.

Special Situations (may require additional documentation):

- If your parents are separated but not divorced, they may still both be required to provide tax information.
- If your parents are married but filed taxes separately, both parents will be contributors and will need separate FSA IDs, and will need to provide consent. Both will need to provide signed copies of their returns or request a Tax Return Transcript and turn in a copy.
- Biological/adoptive parents who are unmarried but living together will be contributors and will need separate FSA IDs, and will need to provide consent as well as Tax Returns for the verification process.
- If your custodial parent is remarried, your step-parent must also provide consent to transfer federal tax information (FTI) on the FAFSA and will be required to submit a Tax Return for the verification process, if they filed separately.
- If your parents were married and filed a joint return in 2022, but are now divorced, you may submit a Parent Marital Status form and a ***Wage and Income statement***. The parent who provided more than 50% of the financial support for the student during the last 12 months will need to enter their tax data manually on the FAFSA