



# University of the Virgin Islands - Office of Financial Aid

## 2021-2022 AGGREGATE Verification Worksheet

**V5  
Dependent**

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Your 2021-2022 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 **2019 Tax Return transcript(s) or a signed copy of the 2019 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 – you and at least one parent.
3. Submit the completed worksheet, **2019 Tax Return transcript(s) or a signed copy of the 2019 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 **2019 Tax Return transcript(s) or a signed copy of the 2019 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, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. 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, 2021 through June 30, 2022.

Include the name of the college for any household member, excluding your parents, who will be enrolled, at least half time (six credit hours), which is in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021 and June 30, 2022. *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	

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

**C. Dependent Student's | 2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules**

**2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules**

To request an official 2019 Tax Return Transcript

- For U. S. Virgin Islanders Tax Filers:** Form 4506T must be completed and signed by the tax payer 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 2019.
  - Check here if you will be attaching your **W-2 Form(s) and 2019 IRS Income Tax Return or Tax Return Transcript.**
- If you did not file and are not required to file a 2019 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	2019 Income
		\$
		\$
		\$

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

Sources of Untaxed Income	2019 Amount	Sources of Untaxed Income	2019 Amount
a. Child support received (Line 2a)	\$	e. Workman's Compensation	\$
b. Tax exempt (IRS form 1040)	\$	f. Veterans non-education benefits	\$
c. Untaxed IRA pensions (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. IRA deductions & payments (IRS form 1040-line 28+32)	\$		

**D. Parent(s)' | 2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules**

**2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules**

To request an official 2019 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 **your parent(s)** will be attaching the **W-2 Form(s) and 2019 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 2019.
- (a)** If your parent(s) did not file and are not required to file a 2019 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 2019, list the source of any income your household received in 2019.*

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	2019 Income
		\$
		\$
		\$

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

Sources of Untaxed Income	2019 Amount	Sources of Untaxed Income	2019 Amount
a. Child support received (Line 2a)	\$	e. Workman's Compensation	\$
b. Tax exempt (IRS form 1040)	\$	f. Veterans non-education benefits	\$
c. Untaxed IRA pensions (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. IRA deductions & payments (IRS form 1040-line 28+32)	\$		





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

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
 Last Name                                      First Name                                      M.I.                      Social Security Number                      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 2021-2022.  
*(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*



## Section H - Part 2: Identity and Statement of Educational Purpose

\_\_\_\_\_ |  
 Last Name                                      First Name                                      M.I.      Social Security Number                                      ID Number

If you are unable to submit this form in person, you must complete **Section H - Part 2** in the presence of a Notary Public and mail the notarized documents to your school's Financial Aid Office.

If the student is unable to appear in person at \_\_\_\_\_ **University of the Virgin Islands** \_\_\_\_\_ to  
*(Name of Postsecondary Educational Institution)*

verify his or her identity, the student must provide:

- (a) A copy of a **valid, not expired, government-issued photo identification (ID) that is acknowledged in the notary statement below**, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

### **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 2021-2022.  
*(Name of Postsecondary Educational Institution)*

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

### **Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_, City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
*(Date)*                                      *(Notary's name)*

\_\_\_\_\_, and provided to me on basis of satisfactory evidence of  
*(Printed name of signer)*

Identification \_\_\_\_\_ to be the above-named person  
*(Type of government-issued photo ID provided)*

who signed the foregoing statement.

**WITNESS my hand and official seal**  
*(seal)*

\_\_\_\_\_  
*(Notary signature)*

My commission expires on \_\_\_\_\_  
*(Date)*