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University of the Virgin Islands - Office of Financial Aid 2025-2026 STANDARD Verification Worksheet

V1
Independent

What you should do

Your 2025-2026 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 **2023 Tax Return transcript(s) or a signed copy of the 2023 Income 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 or 340-692-4193, St. Croix or at 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.
3. Submit the completed worksheet, **2023 Tax Return transcript(s) or a signed copy of the 2023 Income 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 FAFSA Summary.

*** Tax filers must submit the 2023 Tax Return transcript(s) or a signed copy of the 2023 Income Tax Return, applicable schedules and W-2 form(s)**
*** Non-tax filers must submit a Verification of Non-Filing Letter**

A. Student's Identity and Contact 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 Size Information

Note: Family Size is based on the number of individuals listed and claimed on your Tax Return to include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any; or others claimed on the tax return.

Include the name of the college for any family size member(s) who will be enrolled in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2025 and June 30, 2026.

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
Marty Jones (example)	28	Spouse	Central University	Yes
		Self	University of the Virgin Islands	

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

C. Independent Student | 2023 Tax Return Transcript(s) or a signed copy of the 2023 Income Tax Return and applicable schedules

2023 Tax Return Transcript(s) or a signed copy of the 2023 Income Tax Return and applicable schedules

To request an official 2023 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 or call 1-800-908-9946.
 - Check here if you are attaching your **W-2 Form(s) and 2023 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.
- If you did not file and are not required to file a 2023 Income Tax Return, list below your employer(s), even if you were not issued a W-2 Form.
 - Were Not Employed and had **no income earned** from work in 2023.

Employer's Name or Source of Income (Money received or paid on your behalf to include housing, food, living allowances)	W-2 Attached Yes/No	2023 Income
		\$
		\$
		\$

- Funds received for child support and other untaxed income (See questions 20 on the FAFSA.)

Sources of Untaxed Income	2023 Amount	Sources of Untaxed Income	2023 Amount
a. Child support received	\$	e. Workman's Compensation	\$
b. Tax exempt (form 1040 – Line 2a)	\$	f. Veterans non-education benefits	\$
c. Untaxed IRA distributions (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 (form 1040-line 5a minus 5b)	\$		

D. Spouse | 2023 Tax Return Transcript(s) or a signed copy of the 2023 Income Tax Return and applicable schedules

2023 Tax Return Transcript(s) or a signed copy of the 2023 Income Tax Return and applicable schedules

To request an official 2023 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:** To request an official 2023 Tax Return Transcript or Verification of Non-filing Letter from the Internal Revenue Service (IRS), you may call 1-800-908-9946 or complete the request Form 4506T online at www.irs.gov.
 - Check here if you are attaching your and your spouse's **W-2 form(s) and joint tax 2023 Income Tax Return or Tax Return Transcript**.
 - Check here if you are attaching your spouse's **W-2 form(s) and 2023 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.
- (a) If your spouse did not file and is not required to file a 2023 Income Tax Return, list below your spouse's employer(s) and income received in 2023, even if your spouse was not issued a W-2 Form. (b). If your spouse was not employed and had no income earned from work in 2023, list the source(s) of any income your household received in 2023.
 - Were Not Employed and had **no income earned** from work in 2023.

Employer's Name or Source of Income (Money received or paid on your behalf to include housing, food, living allowances)	W-2 Attached Yes/No	2023 Income
		\$
		\$
		\$

- Funds received for child support and other untaxed income (See questions 28 on the FAFSA.)

Sources of Untaxed Income	2023 Amount	Sources of Untaxed Income	2023 Amount
a. Child support received	\$	e. Workman's Compensation	\$
b. Tax exempt (form 1040 – Line 2a)	\$	f. Veterans non-education benefits	\$
c. Untaxed IRA distributions (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 (form 1040-line 5a minus 5b)	\$		

E. Certification & Signature

I certify that all the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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 _____

Spouse'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.