

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

V1 Independent

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.

What you should do

- Talk to your financial aid administrator if you have any questions about completing this worksheet.
- 2. Complete and sign the worksheet.
- Submit the completed worksheet, <u>2023 Tax Return</u> 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.

* 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			

Tax filers must submit the 2023 Tax Return transcript(s) or a signed copy of the 2023 Income Tax Return, applicable

B. Student's Family Size Information

schedules and W-2 form(s)

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 f	amily mer	nber(s) enrolled	at an eligible postsecondary educational instituti	ion may be required.

C. Independent Student 2023 Tax Return Tr	anscript(s) or a signe	ed copy of the 2023 In			
	,		come Tax Retur	n and applicable schedi	
2023 Tax Return Transcript(s) or a	a signed copy of the 2	2023 Income Tax Refu	ırn and applicab	le schedules	
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To request an official 2023 Tax Return Transcri	•	•			
 For U. S. Virgin Islanders Tax Filers: Form Internal Revenue (BIR) offices. You may also 1040; St. John – (340) 777-1446. 					
2. For U.S Tax Filers: Complete Form 4506T of	online at <u>www.irs.gov</u> or	call 1-800-908-9946.			
☐ Check here if you are attaching your W-2 Fo	orm(s) and 2023 Incom	e Tax Return or Tax Re	turn Transcript.		
☐ Check here if you are attaching your Verifica	ation of Non-Filing Lette	r because you will not file	e or were not requi	red to file.	
3. If you did not file and are not required to file a	a 2023 Income Tax Retu	rn, list below your emplo	yer(s), even if you	were not issued a W-2 For	
☐ Were Not Employed and had no income ear	ned from work in 2023.				
Employer's Name or Source of Income (Mon		W-2 Attached	202	23 Income	
your behalf to include housing, food, livit	ng allowances)	Yes/No	\$		
		\$			
			\$		
Funds received for child support and other untax	ved income (See guestion	us 20 on the FAFSA)			
Sources of Untaxed Income	2023 Amount	Sources of Unta	vad Incomo	2023 Amount	
	\$	e. Workman's Compens		\$	
b. Tax exempt (form 1040 – Line 2a)	\$	f. Veterans non-education		\$	
c. Untaxed IRA distributions (form 1040-line 4a minus 4b)	\$	g. Payments to pension (through 12d, codes D, E, F,		\$	
d Untaxed IRA pensions & annuities (form	\$	unough 124, codes b, E, 1 ,	3,1143)		
1040-line 5a minus 5b)	Φ				
Sparrage 2022 Tay Batum Transactive(a)	r a signed copy of the	e 2023 Income Tax Re	turn and applica	ble schedules	
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