



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

V5
Dependent

www.uvi.edu

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 parent(s) 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

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, **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)**

* PARENTAL 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. Dependent 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 and your parents (including a step-parent) even if you don't live with your parents.
- Your parents' other 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
<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 family member(s) enrolled at an eligible postsecondary educational institution may be required.

C. Dependent 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

1. **For U. S. Virgin Islanders Tax Filers:** Form 4506T must be completed and signed by the taxpayer 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.
2. **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.
3. 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
		\$
		\$
		\$

4. 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. Parent(s)' | 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

1. **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.
2. **For U.S Tax Filers:** Complete Form 4506T online at www.irs.gov or call 1-800-908-9946.
 - Check here if **your parent(s)** will be attaching the **W-2 Form(s) and 2023 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.
3. **(a)** If your parent(s) did not file and are not required to file a 2023 Income Tax Return, *list below your parent(s) employer(s), even if they were not issued a W-2 Form.* **(b)** If your parent(s) were not employed and had **no income earned** from work in 2023, *list the source 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
		\$
		\$
		\$

4. Funds received for child support and other untaxed income (See questions 38 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. Identity and Statement of Educational Purpose (See Enclosed Supplement Form) Student's Information

- 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.
- 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 completed form and notarized document to your school's Financial Aid Office.

F. Certification & Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent must sign this worksheet.

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

Parent's Signature Date



www.uvi.edu

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 2025-2026.
(Name of Postsecondary Educational Institution)

_____ _____ _____
(Student's Signature) *(Student's ID Number)* *(Date)*

Office Use Only		
_____	_____	_____
<i>Financial Aid Officer's Name</i>	<i>Financial Aid Officer's Signature</i>	<i>Date</i>



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 2025-2026.
(Name of Postsecondary Educational Institution)

(Student's Signature) (Student's ID Number) (Date)

Notary's Certificate of Acknowledgement

No Foreign Notaries. No Online Notaries

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)