



# University of the Virgin Islands - Office of Financial Aid

## 2016-2017 STANDARD Verification Worksheet

**V1  
Dependent**

Your 2016-2017 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 **2015 Tax transcript(s), W-2 form(s) 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 340-692-4193, St. Croix or at 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, tax return transcript, 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 2015 Tax Return Transcript(s) and W-2 form(s)**

**A. Student's Information**

Last Name	First Name	M.I.	Social Security Number	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, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-2017. 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, 2016 through June 30, 2017.

Include the name of the college for any household member, excluding your parents, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016 and June 30, 2017. **If more space is needed, attach a separate page with the student's name and Social Security 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>
		<b>Self</b>	<b>University of the Virgin Islands</b>	

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

**C. Dependent Student's Tax Return Transcript & Other Income Information**

1. Check only one box below. To request an official 2015 Tax Return Transcript from the Internal Revenue Service (IRS), you may call 1-800-908-9946 or complete the request Form 4506T online at [www.irs.gov](http://www.irs.gov). For **U. S. Virgin Islands 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.

- Check here if you are attaching your **W-2 Form(s) and 2015 IRS Tax Return Transcript** – not photocopies of the income tax return.
- Check here if you will not file and are not required to file a 2015 U.S. Income Tax Return.
- Check here if you were not employed and had **no income earned** from work in 2015.

2. If you did not file and are not required to file a 2015 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	IRS W-2 Attached Yes/No	2015 Income
		\$
		\$
		\$

3. Funds received for child support and other untaxed income (See question 45 on the FAFSA.)

Sources of Untaxed Income	2015 Amount	Sources of Untaxed Income	2015 Amount
a. Child Support Received	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

**D. Parent(s)' Tax Return Transcript & Other Income Information**

1. Check only one box below. To request an official 2015 Tax Return Transcript from the Internal Revenue Service (IRS), you may call 1-800-908-9946 or complete the request Form 4506T online at [www.irs.gov](http://www.irs.gov). For **U. S. Virgin Islands 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.

- Check here if **your parent(s)** are attaching the **W-2 Form(s) and 2015 IRS Tax Return Transcript** – not photocopies of the income tax return.
- Check here if **your parent(s)** will not file and are not required to file a 2015 U.S. Income Tax Return.
- Check here if **your parent(s)** were not employed and had **no income earned** from work in 2015.

2. (a) If your parent(s) did not file and are not required to file a 2015 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 2015, *list the source of any income your household received in 2015.*

Employer's Name or Source of Income	IRS W-2 Attached Yes/No	2015 Income
		\$
		\$
		\$

3. Funds received for child support and other untaxed income (See question 94 on the FAFSA.)

Sources of Untaxed Income	2015 Amount	Sources of Untaxed Income	2015 Amount
a. Child Support Received	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

**E. Child Support Paid & Supplemental Nutrition Assistance Program (SNAP), commonly known as Food Stamps**

1. Complete this section if one of the student's parents **paid** child support in 2015.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2015

If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

2. In 2014 or 2015, did anyone in your household receive **SNAP** benefits?  YES  NO  
If asked by the school, I will provide documentation of the receipt of SNAP benefits.

**F. Certification & Signature**

Each person signing this worksheet certifies that all of the information 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 \_\_\_\_\_