



# Independent Verification Worksheet 2018-2019

## Federal Student Aid Programs

**Financial Aid Office**  
University of Wisconsin-Superior  
Old Main, Room 110  
Belknap & Catlin, PO Box 2000  
Superior, WI 54880-4500

Phone: (715)394-8200  
Fax: (715)394-8027  
Email: [finaid@uwsuper.edu](mailto:finaid@uwsuper.edu)

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The University of Wisconsin-Superior is required to confirm the information you reported on your FAFSA. If there are differences, your FAFSA information will need to be corrected. You must complete, sign, and submit this worksheet to the Financial Aid Office at the **University of Wisconsin-Superior**.

**Please be aware that we will be unable to continue processing any financial aid until the verification process is complete. Delays may cause the loss of eligibility for limited financial aid resources.**

### A. Student Information

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\_\_\_\_\_  
Last Name                      First Name                      M.I.

\_\_\_\_\_  
UWS Student ID Number (If ID number unavailable, you may list your social security number)

\_\_\_\_\_  
Phone Number (Include Area Code)

### B. Family and Household Size Information

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List below the people in your household. Include:

- Yourself.
- Your spouse. This includes legally married same sex couples.
- Your children, if you will provide more than half of their support from July 1, 2018, through June 30, 2019, or any children who would be required to provide your information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with you. Also include unborn children who will be born within this time frame.
- Other people if they now live with you **and** you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

## B. Family and Household Size Information Continued -

Full Name	Age	Relationship	Name of College (If attending at least half-time in a degree-seeking program between 7/1/18 through 6/30/19)
		SELF	University of Wisconsin—Superior

## C. Important Instructions for All Tax Filers

In order to complete your verification for the 2018-2019 year, all students and their spouses who filed taxes in 2016 must either import their tax information using the IRS data retrieval tool through FAFSA on the Web, submit an IRS tax return transcript or a signed copy of their 2016 tax return.

**IRS Tax Transcript**—This form contains all of your tax information from the year 2016. An IRS Tax Return Transcript will need to be ordered directly from the IRS. There are four options for requesting an IRS Tax Return Transcript.

- Go to [www.irs.gov](http://www.irs.gov) and click on the “Get My Tax Record” link. (Make sure to request a Return Transcript and *NOT* an Account Transcript.) Select “Get Transcript On-line.” You will need your SSN, date of birth, filing status, and the address used on the taxes. You will also need an email, mobile phone with your name on the account, and your personal account number from a credit card, mortgage, home equity loan, or car loan.
- Go to [www.irs.gov](http://www.irs.gov) and click on the “Get My Tax Record” link. Then click “Get Transcript by Mail”. (Make sure to request a Return Transcript and *NOT* an Account Transcript.) You will need your SSN, date of birth, and the address used on the taxes. The IRS will only send transcripts to their address on file.
- Order a Tax Return Transcript by using the IRS’ toll free number—(800) 908-9946.
- Order a Tax Return Transcript by paper using IRS form 4506T-EZ or IRS form 4506-T from the [www.irs.gov](http://www.irs.gov) website.

## D. Non-Tax Filers in 2016

Federal requirements for the 2018-2019 school year require students and spouses who did not file a tax return in 2016 to obtain and provide to the University of Wisconsin-Superior **any and all W-2’s received (if any) in 2016 and a verification of non-filing letter from the IRS.**

**Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. There are three options for requesting a verification of non-filing letter from the IRS.

- Go to [www.irs.gov](http://www.irs.gov) and click on the “Get My Tax Record” link. Select “Get Transcript On-line.” Choose Verification of Non-filing Letter for tax year 2016.
- Go to [www.irs.gov](http://www.irs.gov) and click on the “Get My Tax Record” link. Select “Get Transcript by Mail”. Choose Verification of Non-filing Letter for tax year 2016.
- Order a Verification of Non-filing Letter by using the IRS’ toll free number—(800) 908-9946.

## D. Non-Tax Filers in 2016 Continued -

**If you and/or your spouse did not file taxes in 2016, Please check the appropriate box below and submit a verification of non-filing from the IRS.**

- I and/or my spouse did not and were not required to file a **2016 U.S. Income Tax Return** because neither of us was employed and had no income from work in 2016.
- I and/or my spouse did not and were not required to file a **2016 U.S. Income Tax Return** but were employed in 2016. You must provide copies of all 2016 IRS W-2 and self-employment (1099-Misc., Schedule C's, etc.) forms issued to you. If you were not eligible to receive W-2's, please list below all of your employers.
- ⇒ **If you worked in 2016, were a non-tax filer, and were eligible to receive a W-2 please attach any and all W-2's. Do not fill in the boxes below unless you worked for cash.**
- ⇒ **If you worked in 2016, were a non-tax filer, and worked for cash please list below the appropriate Employer name and wages for 2016.**

Student Employer's Name ( <i>only if you were not required to file taxes and worked for cash</i> )	2016 Income
	\$
	\$
	\$
	\$

Spouse's Employer's Name ( <i>only if you were not required to file taxes and worked for cash</i> )	2016 Income
	\$
	\$
	\$
	\$

## E. Required Signatures

Each person signing this form certifies that all of the information reported on it is complete and correct.

***WARNING: If you purposefully give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.***

\_\_\_\_\_  
Student's Signature [Required]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature [Optional]

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S Department of Education.**