Dependent Verification Worksheet 2022-2023
Federal Student Aid Programs

Financial Aid Office
University of Wisconsin-Superior
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Superior, WI 54880-4500

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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

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

List below the people in your parent(s)' household. Include:

* Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s). If your legal parents are married to each other or not married to each other and live together, you *must* answer all questions about both parents. This includes legally married same-sex parental units. ***If your parents are divorced or separated and not living together, answer with the parent that you lived with more during the 12 months prior to filing the FAFSA. If you did not live with a parent, give answers about the parent that provided you more financial support in the 12 months prior to filing the FAFSA. If that parent is remarried as of today, list that parent and their spouse (your stepparent).***

* Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023 **or** if the other children would be required to provide parental information if they were completing a 2022-2023 FAFSA. Include children who meet these standards, even if they do not live with your parent(s). Also include unborn children who will be born within this timeframe.

* Other people if they now live with your parent(s) ***and*** your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

* If you wish to include a parent as attending college, please fill out and return the ***Verification of Parent College Enrollment*** form which can be found at https://www.uwsuper.edu/finaid/forms/2022-2023/index.cfm

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 7/1/22 through 6/30/23
		SELF	University of Wisconsin—Superior
		Parent 1/Stepparent 1	*Parents/Stepparents cannot initially be included as college students. If a parent is attending college, fill out a Verification of Parent College Enrollment.
		Parent 2/Stepparent2	

C. Important Instructions for All Student and Parent Tax Filers

In order to complete your verification for the 2022-2023 year, all students and parents who filed taxes in 2020 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 Federal 1040 Tax Return, including Schedules 1, 2 and / or 3.

If you have used the data retrieval tool on your FAFSA, you do not need to submit tax return documentation.

IRS Tax Transcript—This form contains all of your tax information from the year 2020. 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* and click on the "Get Your 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* and click on the "Get Your 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* website.

Please Note: These instructions apply to the student and every parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2020 or had a change in marital status after filing taxes.

If anyone filed an *Amended Tax Return*, was a *Victim of Identity Theft*, granted a *Filing Extension* and haven't yet filed for 2020, or filed a *Non-IRS Income Tax Return*, please contact UW-Superior's Financial Aid Office as they will be subject to special instructions regarding the required 2020 tax documentation.

D. Student Non-Tax Filers in 2020

Please check the appropriate box if you were a non–tax filer

Student's Certification for Non-Tax filing— **The below checkboxes fulfill the requirement for a signed statement certifying non-filing status.**

o   I did not and was not required to file a 2020 U.S Income Tax Return because I was not employed and had no income from work in 2020.

o   I did not and was _not_ required to file a *2020 U.S. Income Tax Return* but was employed in 2020. You must provide copies of all 2020 IRS W-2s.

⇒   **If you worked in 2020, were a non-tax filer, and worked for cash please list below the appropriate Employer name and wages for 2020.**

Student Employer's Name	2020 Income
	$
	$

E. Parent Non-Tax Filers in 2020

Parental Certification for Non-Tax filing— Federal requirements for the 2022-2023 school year require parents who did not file a tax return in 2020 to obtain and provide to the University of Wisconsin-Superior **any and all W-2's received (if any) in 2020 and a verification of non-filing letter from the IRS. Please check the appropriate box below and submit a verification of non-filing from the IRS.**

o   I and/or my spouse did not and were _not_ required to file a *2020 U.S Income Tax Return* because neither of us was employed and had no income from work in 2020.

o   I and/or my spouse did not and were _not_ required to file a *2020 U.S. Income Tax Return* but were employed in 2020. You must provide copies of all 2020 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.

Parental Employer's Name (*only if your parent(s) were not required to file taxes and worked for cash*)	2020 Income
	$
	$
	$

Verification of Non-filing Letter - provides proof that the IRS has no record of a filed Form 1040 for the year you requested.

• Go to ***www.irs.gov*** and select the "Get Your Tax Record" link. Select "Get Transcript On-line" or "Get Transcript by Mail." Choose Verification of Non-filing Letter for tax year 2020. You can also call the IRS' toll free number—(800) 908-9946.

F. Required Signatures

Each person signing this form certifies that all of the information reported on it is complete and correct. The student and one parent whose information was on the FAFSA, *must* sign and date this document.

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

_____   _____
Parent's Signature [Required]   Date

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

V1, V5, Verification Document
Verification Dependent