**Step 1- Student Information**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Student’s Name (First, Middle Initial, Last)** |  | **W#** |
|  |  |  |
| **Spouse’s Name (First, Middle Initial, Last)** |  | **Spouse’s W#** |

|  |  |
| --- | --- |
|  | Select your ***current*** marital status |
| Married/Remarried – Date: |       |  | Divorced/Separated – Date: |       |
| Widowed – Date: |       |  | Never Married [ ]  |

**Step 2 – Household Information**

List individuals who are considered part of your household. Individuals can include:

|  |
| --- |
| * Yourself (student) and your spouse.
 |
| * Dependent children who you will provide more than 50% of their support from July 1, 2022 to June 30, 2023.
 |
| * Other people only if they live with you now and you will continue to provide more than 50% of their support between July 1, 2022 and June 30, 2023. Additional documentation may be requested for these individuals.
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name(First and Last) | Relationship to Student | BirthdateMM/YY | Full Name of College (If Enrolled) | 2022/2023 College Grade Level\* | 2022/2023 Enrollment |
|       | Student |       | University of WyomingLaramie, WY | [ ]  Undergrad[ ]  Graduate | [ ]  Full-Time[ ]  Half-Time |
|       | [ ] Spouse [ ] Student’s Child[ ] Parent [ ] Sibling[ ] Other [ ] Grandparent |       |  | [ ]  Undergrad[ ]  Graduate[ ]  Not in College | [ ]  Full-Time[ ]  Half-Time |
|       | [ ] Spouse [ ] Student’s Child[ ] Parent [ ] Sibling[ ] Other [ ] Grandparent |       |  | [ ]  Undergrad[ ]  Graduate[ ]  Not in College | [ ]  Full-Time[ ]  Half-Time |
|       | [ ] Spouse [ ] Student’s Child[ ] Parent [ ] Sibling[ ] Other [ ] Grandparent |       |  | [ ]  Undergrad[ ]  Graduate[ ]  Not in College | [ ]  Full-Time[ ]  Half-Time |
|       | [ ] Spouse [ ] Student’s Child[ ] Parent [ ] Sibling[ ] Other [ ] Grandparent |       |  | [ ]  Undergrad[ ]  Graduate[ ]  Not in College | [ ]  Full-Time[ ]  Half-Time |
|       | [ ] Spouse [ ] Student’s Child[ ] Parent [ ] Sibling[ ] Other [ ] Grandparent |       |  | [ ]  Undergrad[ ]  Graduate[ ]  Not in College | [ ]  Full-Time[ ]  Half-Time |
| Additional household members can be included on a separate sheet of paper.\*Grade Level: Undergrad – someone currently working towards an associate or bachelor’s degree. Graduate - someone currently working towards a Master’s or professional degree |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Name** |       |  | **W#:** |       |

**Step 3 – Student (and spouse if married) Tax Forms and Income Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **YOU** | **SPOUSE** | **Circumstance:** | **STUDENT (and spouse) MUST:** (complete all number items for selection) |
| [ ]  | [ ]  | Filed 2020 Tax Return and used the IRS Data Retrieval Tool on the FAFSA | 1. Complete this Verification Worksheet and return it to our office.
 |
| [ ]  | [ ]  | Filed 2020 Tax Return and did not use the IRS Data Retrieval Tool on the FAFSA | 1. Submit a copy of your 2020 IRS Tax Return Transcript\* or a **signed** IRS Form 1040 including all filed schedules.
 |
| [ ]  | [ ]  | Filed 2020 Amended Tax Return and used IRS data Retrieval Tool on the FAFSA | 1. Submit a **signed** copy of your Amended 2020 Federal Tax Return (IRS Form 1040-X).
 |
| [ ]  | [ ]  | Filed 2020 Amended Tax Return and did not use IRS Data Retrieval Tool on the FAFSA | 1. Submit a **signed** copy of your Amended 2020 Federal Tax Return (IRS Form 1040-X).
2. Attach a copy of your 2020 IRS Tax Return Transcript\* or a **signed** copy of your **original** IRS Form 1040 including all filed schedules.
 |
| [ ]  | [ ]  | Filed a 2020 Foreign Tax Return or had foreign income in 2020 | 1. Provide a **signed** copy of the **original** tax document and an English translation of the entire document. If you filed a Puerto Rico tax return, provide a **signed** copy of your 2020 Puerto Rico Individual Income tax return (does not need to be translated).
 |
| [ ]  | [ ]  | Worked in 2020 and did not file a 2020 Tax Return | 1. List source and amount earned. Provide copies of your 2020 W-2’s. (If W-2’s cannot be provided, attach a signed statement that describes the reason(s).)

|  |  |
| --- | --- |
| Source: | Amount: |
|       | $       |
|       | $       |
|       | $       |

1. Submit Verification of Non-Filing (VNF) from the IRS

<https://www.irs.gov/individuals/get-transcript> |
| [ ]  | [ ]  | Did not work in 2020 and did not file a 2020 Tax Return | 1. Submit Verification of Non-Filing (VNF) from the IRS

<https://www.irs.gov/individuals/get-transcript> |
|  | Federal Tax Return Transcript instructions <https://www.uwyo.edu/sfa/applying-for-financial-aid/irs-tax-transcript/>For more information regarding the verification process, visit <https://www.uwyo.edu/sfa/applying-for-financial-aid/verification/index.html> |

**Step 4 – Certifications and Signatures (***Digital/electronic/typed signatures NOT accepted.)*

Each person signing below certifies that all of the information reported is complete and correct.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Student’s Signature:** |  | **Date:** |  |
| **Spouse’s Signature:** |  | **Date:** |  |

 (optional)