**Step 1- Student Information**

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| --- | --- | --- |
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| **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 | Birthdate  MM/YY | Full Name of College  (If Enrolled) | 2022/2023  College Grade Level\* | 2022/2023 Enrollment |
|  | Student |  | University of Wyoming  Laramie, 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 | | | | | |

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| --- | --- | --- | --- | --- |
| **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)