NOTE: Verification is intended to ensure that students receive the maximum aid for which they are eligible, NOT because fraud or misrepresentation is suspected.

You will not receive a financial aid offer until all documents are submitted and the Verification process is completed.

Why was your file selected? The FAFSA has estimated information, primary questions were left blank, or there seems to be conflicting data.

What do I do if I am selected? Our Office will notify the student (not the parent) via UNCG Email with information on completing Verification.

When do I have to have my documentation submitted? To be eligible for financial aid, you must submit all requested documentation and have the verification process completed 20 business days before the end of your last term enrolled.

What happens if I don’t complete verification? We will not be able to offer financial aid until Verification of your 2022-2023 FAFSA is complete. You may contact the Cashiers Office to set up a payment plan to help you pay your bill.

How do I submit the requested documentation? You can submit your documents via mail or the fastest way is to upload your documents through UNCGenie.

Documents Commonly Requested  (Note: type of documents required will vary from school to school)

→ The Dependent Verification Worksheet
→ 2020 IRS Tax RETURN Transcript -OR- if you were not required to file a 2020 Federal Tax Return submit:

- A Student Income Earned & Tax Return Non-Filing STATEMENT AND any income documentation (W-2’s, Social Security Benefits, etc.)

* You do not need to submit the Tax RETURN Transcript if you used the IRS Data Retrieval Tool to transfer tax information directly to the FAFSA*

How to Obtain a Tax RETURN Transcript from the IRS
You can immediately access a Tax Return Transcript or a Wage and Income Transcript.

* If you are having trouble getting the tax from the IRS please contact our office.

What happens after I submit my information? Once you begin submitting documentation the Financial Aid Office will:

1. Review the documents to be sure they are complete. The review timeframe is two to three weeks.
2. If documents are incomplete (missing signatures, questions are left blank, etc.) we will request that the documents be resubmitted with the missing information necessary to make them complete. NOTE: Each time you have to resubmit information the process starts over. Processing can take two to three weeks, so be sure your documents are COMPLETE upon first submission.
3. Once all documents are received, the Financial Aid Office will review the information and compare it with the information reported on your FAFSA.
4. During the review, if the information submitted raises additional questions for which we need clarification, we may ask for more documentation.

NOTE: If you have to submit additional information the process starts over so respond to these requests as quickly as possible.

What happens if there are discrepancies in the application?

If discrepancies are found, the Financial Aid Office will make corrections to your FAFSA. You will receive notification from the Department of Education when a change is made by UNCG. If the corrections lead to a change in your eligibility, the Financial Aid Office will revise your financial aid offer and you will be notified by email.

How can verification affect my bill?

Financial Aid will only be offered once the FAFSA Verification process is complete. Without an financial aid offer there will be no financial aid reflected on your billing statement to reduce the balance due, making you responsible for the entire balance owed for the semester. Contact the Cashiers Office at (336) 334-5831 with billing questions.

UNCG Email Address:

Your UNCG email is the primary means by which the Financial Aid Office will communicate requests for information. Be sure to check it often. Also be sure all mailing and other email addresses are current. You can update this information via UNCGenie. **NOTE: We only send requests for information to the student, NOT the parent.**

**UNCGenie:** UNCG’s electronic network, accessed through UNCG’s Home page at [www.uncg.edu](http://www.uncg.edu).

- With your Student ID Number & UNCG PIN you can check:
  1. Financial aid offer information
  2. Outstanding financial aid requirements by going to the Eligibility link
  3. Locked hours for Satisfactory Academic Progress (SAP) and your current SAP standing
  4. Student account information through the UNCGenie **Student Account Center** including financial aid that has paid to your account and/or your balance due

Privacy: We do not give student specific information without BOTH the student’s University ID and PIN. We do not give parents specific information relating to the student without written consent.
**2022-2023 DEPENDENT STUDENT VERIFICATION WORKSHEET**

**Student Name:** ____________________________  **Student ID:** ____________________________
  Last  First  Middle

Complete all sections. **You will not receive financial aid until Verification is complete.**

**SECTION A: Household Information:** List the members of your household. Attach a separate sheet if necessary.

**DEPENDENT** students include: Yourself, your parents/step-parent **(if your parent is remarried you must include your step-parent)**, other children, siblings, individuals who live with and receive more than half of their support from your parents, now through June 30, 2023. Include both parents even if not married but living in the same household.

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<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Attending college at least 1/2 time during 2022-2023?</th>
<th>Name of College</th>
<th>Grade Level</th>
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<tr>
<td>SELF/STUDENT</td>
<td>YES</td>
<td>UNC GREENSBORO</td>
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**SECTION B: STUDENT Wage, Income, and Tax Information**

Were you required to file taxes for **2020**?

- YES: I (The Student) filed taxes for 2020
  - I have or will submit a **2020** tax return transcript.
  - I used the IRS Data Retrieval Tool to transfer my **2020** tax information directly to my FAFSA
- NO: I did not file taxes for 2020.  Complete page 3 - **2020** Student Income Earned and Tax Return Non-Filing Statement and document all income received in 2020

**SECTION C: PARENT Wage, Income, and Tax Information**

Were you required to file taxes for **2020**?

  - I have / will submit a **2020** tax return transcript.
  - I used the IRS Data Retrieval Tool to transfer my tax information directly to the FAFSA

**CERTIFICATION STATEMENT**

- Students who submit information after July 1st (for fall semester), November 15th (for spring semester), or April 5th (for summer) may not be offered financial aid.
- By signing this form, I certify under penalty of perjury that the information I have reported to qualify for federal student aid is complete and accurate.

**I ALSO UNDERSTAND THAT:**

1. **Additional information may be required** if this form is incomplete, if documentation is missing, unclear, or insufficient, or if additional questions arise based on the information provided.
2. **It can take more than two weeks** for information to be processed, and for UNCGenie to reflect changes in requirements status.

Student's Signature: __________________ Date: ________________
  *Sign in Ink or with a Stylus

Parent's Signature: __________________ Date: ________________
  *Sign in Ink or with a Stylus

Parent Print Name: ____________________________________________
2020 STUDENT INCOME EARNED AND TAX RETURN NON-FILING STATEMENT

Student Name: ____________________________  Student ID: ____________________________

Last    First    Middle

Please complete this form only if you have NOT filed and were not required to file a 2020 Federal Income Tax Return

☐ I DID NOT earn any income in 2020 and therefore do not have any documentation to submit

STOP Please STOP HERE, check the box above, sign and date the certification statement below, and submit to our office

☐ I DID earn income in 2020

Please list all sources of income received in 2020

W-2, Unemployment, Social Security Benefits, etc., or indicate that you received no income

<table>
<thead>
<tr>
<th>Source of Income in 2020</th>
<th>Amount received in 2020</th>
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☐ I will submit my 2020 Wage and Tax Statement (W-2) for each source of income listed above

CERTIFICATION STATEMENT

✓ By signing this statement, I certify that I have not filed and was not required to file a 2020 income tax return. I will submit a copy of IRS Form W-2, or an equivalent document, for each source of 2020 employment income received.

✓ By signing this form, I certify under penalty of perjury that the information I have reported to qualify for federal student aid is complete and accurate. I understand that purposely giving false or misleading information is a federal offense that can result in fines and/or incarceration. In cases where fraud is suspected, UNCG will notify the Office of the Inspector General (OIG).

Student Signature: ____________________________  Date: ____________________________

*Sign in Ink or with a Stylus
2020 PARENT INCOME EARNED
AND TAX RETURN
NON-FILING STATEMENT

Student Name: ________________________________  Student ID: __________________

Last  First  Middle

Print name of parent completing form: ________________________________

Relation to student: ________________________________

Please complete this form only if you have NOT filed and were NOT required to file a 2020 Federal Income Tax Return.

By signing this statement, I (the parent) certify that I have not filed and was not required to file a 2020 federal income tax return. I will submit a copy of my IRS W-2 form(s), or an equivalent document, for each source of 2020 employment income received and a copy of my IRS-issued 2020 Verification of Non-filing Letter.

Please list all sources of income received in 2020

W-2, Unemployment, Social Security Benefits, etc., or indicate that you received no income

<table>
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<th>Source of Income in 2020</th>
<th>Amount received in 2020</th>
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☐ I (Parent) did not earn any income in 2020 and therefore do not have any documentation to submit.

If you were not required to file a 2020 Federal income tax return, you must submit a copy of your 2020 IRS Verification of Non-filing Letter. This can be obtained by request from the IRS. Go to irs.gov/individuals/get-transcript and Select Verification of Non-filing Letter for 2020, and once received, submit to our office.

By signing this statement, I certify under penalty of perjury that the information I have reported on this form is complete and accurate. I understand that purposely giving false or misleading information to qualify for federal student aid is a federal offense that can result in fines and/or incarceration.

Parent’s Signature: ________________________________  Date: __________________

*Sign in Ink or with a Stylus