

# 2023-2024 DEPENDENT STUDENT VERIFICATION WORKSHEET

P.O. Box 26170  
Greensboro, NC 27402– 6170  
Phone: 336-334-5702  
finaid@uncg.edu | [spartancentral.uncg.edu](mailto:spartancentral.uncg.edu)  
[Document Uploader go.uncg.edu/ge774o](https://go.uncg.edu/ge774o)  
Federal School Code: 002976



**UNC  
GREENSBORO**  
Financial Aid  
and Scholarships

**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?** If you intend to use Financial Aid to pay for your semester, all documentation must be received at least 2 weeks before the start of the semester. In order to be eligible for Financial Aid at any point in the semester, 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 2023-2024 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.

[UNCGenie Document Uploader](#)

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

- The Dependent Verification Worksheet
- 2021 IRS Tax RETURN Transcript **-OR-** if you were not required to file a 2021 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.

You can order your Transcript free of charge here: <http://www.irs.gov/Individuals/Get-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 Office of Financial Aid and Scholarships will:

1. Review the documents to be sure they are complete. **The review time frame 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 Office of Financial Aid and Scholarships 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 Office of Financial Aid and Scholarships 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 Office of Financial Aid and Scholarships 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 Office of Financial Aid and Scholarships 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.

Flip over and complete page 2

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**UNC  
GREENSBORO**  
Financial Aid  
and Scholarships

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First Middle

Complete all sections. Do not leave blanks. **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, 2024. Include both parents even if not married but living in the same household.

Name	Age	Relationship to Student	Attending college at least 1/2 time during 2023-2024?	NAME of College and College Grade Level in 2023-2024:	
				FR: Fresh, SO: Soph, JR: Junior, SR: Senior, GR: Graduate	
		SELF/STUDENT	YES	UNC GREENSBORO	
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		

## SECTION B: STUDENT Wage, Income, and Tax Information

Were you required to file taxes for 2021?

- ☐ **YES:** I (The Student) filed taxes for 2021
- ☐ I have or will submit a **2021** tax return transcript.
- ☐ I used the IRS Data Retrieval Tool to transfer my tax information directly to my FAFSA
- ☐ **NO:** I did not file taxes for 2021. **Complete page 3** - 2021 Student Income Earned and Tax Return Non-Filing Statement and document all income received in 2021

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

Were you required to file taxes for 2021?

- ☐ **YES:** I filed taxes for 2021.
- ☐ I have / will submit a **2021** tax return transcript.
- ☐ I used the IRS Data Retrieval Tool to transfer my tax information directly to the FAFSA
- ☐ **NO:** I did not file taxes for 2021. **Complete page 4** - 2021 Parent Income Earned and Tax Return Non-Filing Statement and document all income received in 2021. You will also need to submit an IRS letter of non-filing.

## CERTIFICATION STATEMENT

- ✓ Students who submit information after July 1<sup>st</sup> (for fall semester), November 15<sup>th</sup> (for spring semester), or April 5<sup>th</sup> (for summer) may not be offered financial aid in time to assist with payment to the University and will have to pay their bill in full. Once financial aid is accepted and disbursed, you may receive a reimbursement.
- ✓ 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).

### I ALSO UNDERSTAND THAT:

- 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.
- 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: \_\_\_\_\_

**2021 STUDENT INCOME EARNED  
AND TAX RETURN  
NON-FILING STATEMENT  
FOR 2023-2024 FINANCIAL AID**

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**UNC  
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Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First Middle

**Please complete this form only if you have NOT filed and were not required to file a 2021 Federal Income Tax Return**

By signing this statement, I certify that I have not filed and was not required to file a 2021 income tax return. I will submit a copy of IRS Form W-2, or an equivalent document, for each source of 2021 employment income received.

☐ I DID NOT earn any income in 2021 and therefore do not have any documentation to submit



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

☐ I DID earn income in 2021. Please list your 2021 income information below:

**Please list all sources of income received in 2021**

*W-2, 1099, Unemployment, Social Security Benefits, etc., or indicate that you received no income  
List every employer even if the employer did not issue an IRS W-2 or 1099 form.*

Source of Income/Employer's Name	Amount Received in 2021

☐ I will submit my 2021 Wage and Income Transcript for each source of income listed above.

You may get this free from the IRS. Go to <https://www.irs.gov/individuals/get-transcript> to request your Wage and Income Transcript, then submit it 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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Sign in Ink or with a Stylus

**2021 PARENT INCOME EARNED  
AND TAX RETURN  
NON-FILING STATEMENT  
FOR 2023-2024 FINANCIAL AID**

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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 2021 Federal Income Tax Return

By signing this statement, I (the parent) certify that I have not filed and was not required to file a 2021 federal income tax return. I will submit:

1. A copy of my W-2 form(s), or an equivalent document for each source of 2021 employment income received and
2. A copy of my IRS-issued 2021 Verification of Non-filing Letter.

**Please list all sources of income received in 2021**

*W-2, 1099, Unemployment, Social Security Benefits, etc., or indicate that you received no income.  
List every employer even if the employer did not issue an IRS W-2 or 1099 form.*

Employer's Name/Source of Income	Amount Received in 2021
No Blanks	No Blanks

☐ I (Parent) did not earn any income in 2021 and therefore do not have any documentation to submit.

If you were not required to file a 2021 Federal income tax return, you must submit a copy of your 2021 IRS Verification of Non-filing Letter. You may get this free from the IRS. Go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript) and Select Verification of Non-filing Letter for 2021, 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