

# 2023-2024 INDEPENDENT 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/qe774o](https://go.uncg.edu/qe774o)  
Federal School Code: 002976



**UNC  
GREENSBORO**  
Financial Aid  
and Scholarships

**VERIFICATION:** A process mandated by the U.S. Department of Education requiring schools to verify self-reported data provided on the **FAFSA**.

**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 award 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 via UNCG Email with information on completing the process.

**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 award financial aid until the 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 in person, via mail, or upload your documents through UNCGenie.

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

- The Independent Student 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 an IRS Verification of Non-Filing Letter

## How to Obtain a Tax RETURN Transcript from the IRS

You can immediately access a 2021 Tax Return Transcript or a 2021 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 IRS document from the website above 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 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 Office of Financial Aid and Scholarships will review the information and compare it with the information reported on the 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 award and you will be notified by email.

## How can verification affect my bill?

Financial Aid will only be awarded once the Verification process is complete. Without an award 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.**

**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 award 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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Federal School Code: 002976



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.

**INDEPENDENT** students include: Yourself, your spouse, children, and any individuals who live with and receive more than half of their support from you, and will continue to do so from now through June 30, 2024.

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: Freshman, SO: Sophomore, JR: Junior, SR: Senior, GR: Graduate	
				Name of College	Grade Level
		SELF/STUDENT	YES or NO	UNIVERSITY OF NORTH CAROLINA AT GREENSBORO	
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		

## SECTION B: STUDENT Wages, 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 3 - 2021 Student Income Earned and Tax Return Non-Filing Statement, and document all income received in 2021. You may also need to submit an IRS letter of non-filing.**

## SECTION C: SPOUSE Wages, Income, and Tax Information (IF MARRIED)

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 3 - 2021 Student Income Earned and Tax Return Non-Filing Statement, and document all income received in 2021. You may 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 awarded financial aid in time to assist with payment to the University and will have to pay their bill in full. Once financial aid is awarded 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

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Sign in Ink or with a Stylus

Spouse's Printed Name: \_\_\_\_\_

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

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

Please complete this form ONLY if you the student (and/or your spouse, if married) have NOT filed and were not required to file a 2021 Federal Income Tax Return

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

1. A copy of my (and my spouse's, if applicable) W-2 form(s), or an equivalent document for each source of 2021 employment income received and
2. A copy of my (and my spouse's, if applicable) 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 W-2 or 1099 form.*

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

☐ I was not required to file taxes and will submit my (and my spouse's, if applicable) 2021 IRS Verification of Non-filing Letter.

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.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Sign in Ink or with a Stylus

Spouse's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_  
\*Sign in Ink or with a Stylus

Spouse's Printed Name: \_\_\_\_\_