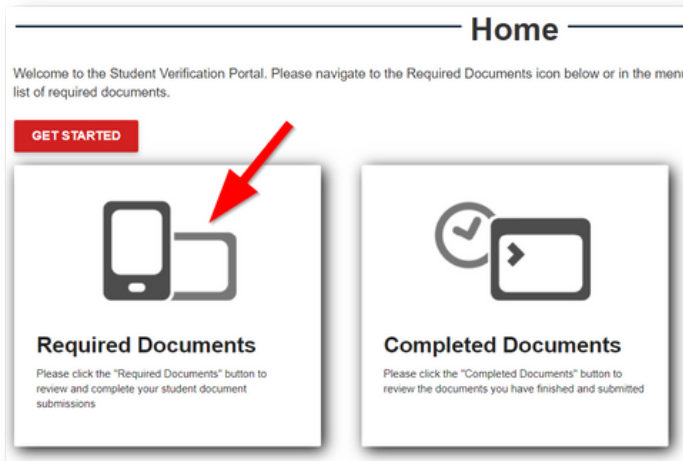


# How to Complete the Verification Worksheet for Independent Students



You were selected by the Department of Education to provide this information to our office.

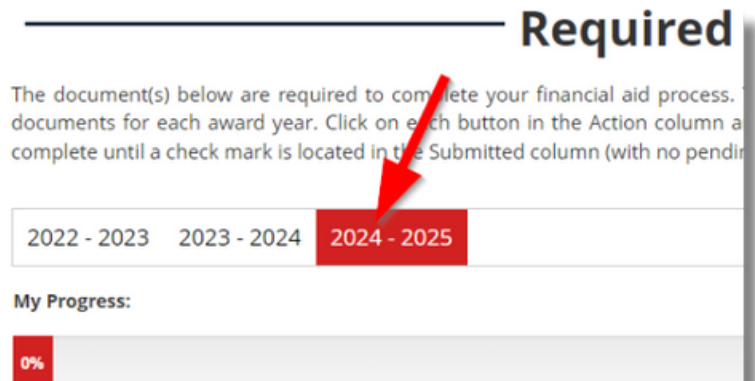


Access your verification portal – <http://www.financialaid.wisc.edu/verificationportal>

Log In with your UW-Madison NetID and password

Click on the **Required Documents** tile

Make sure to click on the correct academic year.



Then, click on **FILL OUT** next to the required document.

Verification Worksheet V1 Independent 2425

Verification

**FILL OUT**

Make sure to read the information and click Next

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification which requires the UW-Madison to collect documentation to confirm the accuracy of your FAFSA. You will be sent an email if additional information is needed.

Please click 'Next' to get started.

CANCEL

NEXT

When you reach Section B – Student's Family Information

click **ADD HOUSEHOLD MEMBER**.

Add each person that should be included in your household. You should include your spouse (if married), and any children or dependents living at home if you provided more than 50% of their support or if they would be required to provide parent information on their own FAFSA.

| Full Name    | Age | Relationship |
|--------------|-----|--------------|
| Person (Age) | 18  | Self         |

Note: We may require additional documentation if we have

**ADD HOUSEHOLD MEMBER**

**Household Member**

Full Name

Age

Relationship

Please Select...

**SAVE** **CANCEL**

For each household member you add, make sure to click **SAVE**.

Once you've added all household members, click **NEXT**.

### Section C – Student Income Information

If you provided your consent to have your tax information transferred directly from the IRS to your FAFSA – click the first circle.

Then, also click the second circle in the next list of statements.

#### C. Independent Student's Income Information to be Verified

- Student filed a 2022 IRS tax return
- Student will not file and are not required to file a 2022 income tax return

##### 1. TAX RETURN FILERS – Important Note: The instructions below apply to the student and spouse.

Instructions: Complete this section if the student and spouse filed or will file a 2022 income tax return.

- Student did not file a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return has been submitted to the IRS.
- Student filed a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return transcript(s) or a signed copy of the 2022 income tax return.

#### C. Independent Student's Income Information to be Verified

- Student filed a 2022 IRS tax return
- Student will not file and are not required to file a 2022 income tax return

##### 2. TAX RETURN NONFILERS – The instructions and certifications below apply to the student and spouse who are not required to file a 2022 income tax return with the IRS.

- Student Were not employed and had no income earned from work in 2022
- Student Were employed in 2022 and have listed below the names of all employers. [Provide copies of all 2022 IRS W-2 forms issued to the student and spouse.]

Provide a signed and dated statement certifying that the individual has not filed an amount of income from each source.

- Student Check here if non-filing statement is signed and dated.
- Student Check here if non-filing statement will be provided later.

If you **DID NOT** file a federal tax return, but have some income from work – click these circles.

click **NEXT**.

Then click on **ADD EMPLOYER**.

**C. Student Income Information to be Verified**  
Please list any employers for which you worked in 2022 but did not include on your tax return.

| Name | IRS W-2 Provided? |
|------|-------------------|
|      |                   |

**ADD EMPLOYER** **CANCEL** **NEXT**

**Employer**

Name: University of Wisconsin-Madison

Amount Earned: \$ 1200

Submitting W2:  Yes  No

**SAVE** **CANCEL**

Fill in the details and click **SAVE**.

**\*\*Entering information here will generate a new request for your W-2 to be uploaded\*\***

If you **DID NOT** file a federal tax return and have no income – click these circles, then **NEXT**.

**C. Independent Student's Income Information to be Verified**

Student filed a 2022 IRS tax return

Student will not file and are not required to file a 2022 income tax return

**2. TAX RETURN NONFILERS** – The instructions and certifications below apply to students who did not file a 2022 income tax return with the IRS.

Student Were not employed and had no income earned from work in 2022.

Student Were employed in 2022 and have listed below the names of employers and the amount of income earned from each source. [Provide copies of all 2022 IRS W-2 forms issued to you.]

Provide a signed and dated statement certifying that the individual has not filed a 2022 income tax return and that the amount of income from each source is as reported.

Student Check here if non-filing statement is signed and dated.

Student Check here if non-filing statement will be provided later.

**D. Certification**

**2024-2025 V-1 Verification Worksheet  
Independent Student**

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification which requires the UW-Madison to collect documentation to confirm the accuracy of your FAFSA. You will be sent an email if additional information is needed.

**A. Independent Student's Information**

|   |                      |                |                                       |
|---|----------------------|----------------|---------------------------------------|
| Student's Last Name                             | Student's First Name | Student's M.I. | Student ID (or Portal ID, school use) |
| Madison   | WI                   | 53719          |                                       |
| City  | State                | Zip Code       | Student's Date of Birth               |
|   |                      |                | Student's Email Address               |
| Student's Home Phone Number (include area code) |                      |                | Student's Alternate Phone Number      |

**B. Independent Student's Family Information**

Family Size - Includes the following:

- Yourself.

**<< EXPAND**

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

**MODIFY** **SUBMIT**

**Section D – Certification**

**\*\*If your address is incorrect, please log into your MyUW Student Center to update.\*\***

Check the box to certify your information reported is complete and correct and click **SUBMIT**.