

# 2024-2025 verification worksheet

## federal student aid programs



Student Financial Services  
sfs@uau.edu  
402.486.2505

**Independent** Your application was selected by the U.S. Dept. of Education for review in a process called “verification.” In this process, Union’s Student Financial Services office will compare information from your FAFSA with data from the IRS and this worksheet. Below are the steps you must do before financial aid can be awarded to you.

1. If you and your spouse (if applicable) provided consent to directly transfer Federal Tax Information from the IRS into the FAFSA, a 2022 tax return is not necessary to provide.
2. If you and your spouse (if applicable) did NOT provide consent, you will need to provide:
  - a. 2022 Tax Return Transcript at: [www.irs.gov](http://www.irs.gov) or call 1 (800) 908-9946.
  - b. **OR** you can provide a signed copy of the 2022 1040 Tax return to include **ALL** accompanying schedules.
3. If you or your spouse (if applicable) did **NOT** file a 2022 tax return or are **NOT** required to file an IRS 1040, you must provide:
  - a. **Verification of Non-filing** from the IRS (Complete form 4506-T, box 7 and box 9 to request this for December 31, 2022 tax year).
  - b. 2022 W-2 forms from all employers
4. Complete all sections of this worksheet
5. Sign the Worksheet – you and your spouse (if applicable) must sign the worksheet.
6. Submit all required documents to the Student Financial Services Office

### Student Information

First name \_\_\_\_\_ Last name \_\_\_\_\_  
Middle name \_\_\_\_\_ Union ID number \_\_\_\_\_  
Address (include apt. #) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Date of birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Phone number (with area code) \_\_\_\_\_  
Email address \_\_\_\_\_

### Student: Check the box only if you will not file and are not required to file

- I attest that I have not filed an IRS 1040 for 2022 and I am not required to file an IRS 1040 for 2022. I have attached all of the W-2 forms I received for 2022.

### Spouse: Check the box only if you will not file and are not required to file

- I attest that I have not filed an IRS 1040 for 2022 and I am not required to file an IRS 1040 for 2022. I have attached all of the W-2 forms I received for 2022.

## Employer and W-2 information

List the name of all of your employers and the amount earned from each in 2022. If you did not file taxes in 2022, please provide IRS W-2 Form(s) for each employer you worked with in 2022. Include employers and the amounts earned from each even if they did not issue an IRS W-2 Form.

Student employer	Student earnings	Spouse employer	Spouse earnings

## Additional income

Both tax filers and non-tax filers must list any untaxed income received in 2022. **Be sure to enter zeros if no funds were received.** Failure to complete this section will delay the processing of your verification.

Applicants with no taxable income, no earned income or no untaxed income as reported in this section will be required to submit a LOW INCOME VERIFICATION FORM showing how living expenses were met.

Student	Calendar year 2022	Spouse
\$	Child support received due to divorce, separation or legal requirement. <b>List the names and ages of the children receiving the child support</b>	\$
	<b>The person's name to whom the support is paid.</b>	
	<b>Address where the children live.</b>	

## Signatures

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's signature (if applicable)

\_\_\_\_\_  
Date

### Return by mail or email to:

Union Adventist University, Student Financial Services  
3800 South 48th Street Lincoln, NE 68506  
**Phone:** 402.486.2505  
**Email:** sfs@uau.edu