UNF UNIVERSITY of NORTH FLORIDA

2024-2025 Independent Verification Document

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. Before disbursing aid, federal regulation requires us to review the accuracy of the information you provided on your FAFSA. We will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. The financial aid office may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid disbursement will not be delayed.

If a question does not apply to you or your spouse, **do not leave it blank**. Mark the answer zero or N/A for not applicable. Do not skip any questions. **If you skip a question or section, your entire packet may be marked as incomplete, delaying processing until a complete packet is received and reviewed.**

Please do not submit originals. Documents submitted to UNF will not be returned. All documents must have the student's UNF ID number on each page submitted.

Section I: Student Information

Student Name: _____ UNF ID#: N _____

Section II: Family Size

Please read carefully. If a section is incomplete, it may delay the processing of your aid.

Full Name

Write the names of the people in your household in the chart below:

1. Include **yourself.**
2. Include **your spouse,** if you are married**.**
3. Include your **children and/or your spouse's children,** if you or your spouse will provide *more than half* of their support between July 1, 2024 and June 30, 2025, even if the children do not live with you (e.g., college enrollment).
4. Include **other dependents,** if they now live with you and your spouse and you and your spouse will continue to provide *more than half* of their support through June 30, 2025.

Age & Relationship

Full Name	Age	Date of Birth mm/dd/yyyy	Relationship to Student
			Self

*If more space is required, attach a separate page.

UNF UNIVERSITY of NORTH FLORIDA

UNF ID#: N _____

2024-2025 Independent Verification Document

Section III: Income Information to Be Verified

Student Income and Tax Information

Indicate your tax filing status for 2022 by choosing one of the following:

☐ **Tax Return Filer (Complete Section A only)** ☐ **Non-Tax Return Filer (Complete Section B only)**

Section A - Tax Return Filers: Check one box only.

Complete this section if you were required to file a **2022** income tax return with the IRS.

☐ I consented for FA-DDX (FUTURE Act Direct Data Exchange) to transfer my federal tax information into the FAFSA.
☐ I am submitting my **2022** IRS Tax Return Transcript. If the return was amended, a **signed** 1040X is also required.
☐ I am submitting my **signed 2022** Federal Tax Return and Schedules 1, 2, and/or 3 (if applicable). If the return was amended, a **signed** 1040X is also required. *By providing this document, you attest that the return was submitted to the IRS.*

Section B - Non-Tax Return Filers: Check one box only.

Complete this section if you were not employed or you did not file a **2022** income tax return with the IRS.

☐ I had no income, will not file and was not required to file a **2022** IRS Income Tax Return.
☐ I was employed in **2022**, but will not file and was not required to file **2022** IRS Income Tax Return. Please submit the following:

- All **2022** IRS W-2 and/or 1099 forms.
- List below the names of all of the student's employers and the amount earned from each employer in **2022**.

Employer's Name	Amount Earned	W2/1099 provided?
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No

Spouse Income and Tax Information

Indicate your tax filing status for 2022 by choosing one of the following:

☐ **Tax Return Filer (Complete Section A only)** ☐ **Non-Tax Return Filer (Complete Section B only)**

Section A - Tax Return Filers: Check one box only.

Complete this section if you were required to file a **2022** income tax return with the IRS.

☐ I consented for FA-DDX (FUTURE Act Direct Data Exchange) to transfer my federal tax information into the FAFSA.
☐ I am submitting my **2022** IRS Tax Return Transcript. If the return was amended, a **signed** 1040X is also required.
☐ I am submitting my **signed 2022** Federal Tax Return and Schedules 1, 2, and/or 3 (if applicable). If the return was amended, a **signed** 1040X is also required. *By providing this document, you attest that the return was submitted to the IRS.*

Section B - Non-Tax Return Filers: Check one box only.

Complete this section if you were not employed or you did not file a **2022** income tax return with the IRS.

☐ I had no income, will not file and was not required to file a **2022** IRS Income Tax Return.
☐ I was employed in 2022, but will not file and was not required to file a **2022** IRS Income Tax Return. Please submit the following:

- All **2022** IRS W-2 and/or 1099 forms.
- List below the names of all of the spouse's employers and the amount earned from each employer in **2022**.

Employer's Name	Amount Earned	W2/1099 provided?
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No

Section IV: Original or DocuSign Signature(s) Required

Please review all sections for COMPLETENESS and ACCURACY before signing. Failure to answer ALL questions and submit signed and complete Tax Return Transcript(s), income tax returns, W2(s) and other tax documents will result in delayed processing of your file. Your state and federal financial aid awards will not disburse until your file has been fully verified.

By signing below, you and your spouse certify that all the information reported on this form and any attached documents is accurate and true. You acknowledge that it is your responsibility to monitor your financial aid for any updates or additional requests for documentation or clarification and respond in a timely manner. Warning: If you purposefully give false or misleading information, you may be fined, sentenced to jail or both.

_____ _____
Student Signature Date Signed

_____ _____
Spouse Signature (optional) Date Signed

Submit completed documents via myWings (Student Portal):

Student Resources tile > Student Self-Service > Upload Student Documents