

Submit forms utilizing one of the options below. Note: email is not a secure form of communication, do not submit documents via email.

- Electronically via the Secure Document Upload Center - financialaid.buffalo.edu/forms/documentation-upload-center/. Submit your .pdf, .jpg, .jpeg, or .docx files with your UB Person Number included in the file name. **All Financial Aid Forms require your legal name.**
- Fax to 716-645-6566
- By mail to Financial Aid at 1Capen, Capen Hall, Buffalo, NY 14260

First Name: _____ Last Name: _____ Person Number: _____

Instructions

Your 2024-2025 FAFSA was selected for verification review. The Financial Aid Office will verify your financial aid eligibility by comparing the information on your FAFSA to the information provided on this worksheet and other documents provided. If errors are identified, your FAFSA will be revised to reflect the correct information. **Your eligibility for federal financial aid cannot be determined until the verification is complete.**

- Provide the information requested on this form for you and your parent or stepparent who signed your FAFSA.
- All documents must be received by **November 15** for students not returning in the spring term or **April 15** for full year and spring-only students. Additional documentation may be requested during the review.

Section 1: Tax Status and Income Information

Place an X next to the statement that best represents your and your parents' or stepparents' 2023 tax filing status and complete the corresponding instructions below.

Student	Parent																
<p>Did you file a 2023 Federal Income Tax Return? (You MUST check one box below and submit the requested documents.)</p> <p><input type="checkbox"/> YES – I used the FA-DDX on the FAFSA (no documentation required.) <u>Proceed to Section 3.</u></p> <p><input type="checkbox"/> YES – I have enclosed a <u>SIGNED</u> copy of my 2023 Tax Return (including schedules 1 or 3 if applicable) <u>or</u> my 2023 IRS Tax Transcript. If you have amended your tax return, please submit <u>both</u> the amended return as well as an IRS Tax Return Transcript.</p> <p><input type="checkbox"/> NO – I filed a foreign tax return, I have enclosed a <u>SIGNED</u> copy and an authenticated English translation.</p> <p><input type="checkbox"/> NO – I did not earn any income from work in 2023.</p> <p><input type="checkbox"/> NO – I did not file a 2023 Federal Tax Return but I did earn wages from the employer(s) listed below. I have enclosed copies of my W-2 statements from each employer.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%; text-align: left; border-bottom: 1px solid black;">Employer</th> <th style="width: 40%; text-align: left; border-bottom: 1px solid black;">Amount Earned</th> </tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> </table>	Employer	Amount Earned							<p>Did you file a 2023 Federal Income Tax Return? (You MUST check one box below and submit the requested documents.)</p> <p><input type="checkbox"/> YES – I used the FA-DDX on the FAFSA (no documentation required.) <u>Proceed to Section 3.</u></p> <p><input type="checkbox"/> YES – I have enclosed a <u>SIGNED</u> copy of my 2023 Tax Return (including schedules 1 or 3 if applicable) <u>or</u> my 2023 IRS Tax Transcript. If you have amended your tax return, please submit <u>both</u> the amended return as well as an IRS Tax Return Transcript.</p> <p><input type="checkbox"/> NO – I filed a foreign tax return, I have enclosed a <u>SIGNED</u> copy and an authenticated English translation.</p> <p><input type="checkbox"/> NO – I did not earn any income from work in 2023. I have enclosed a Verification of Non-Filing Letter.</p> <p><input type="checkbox"/> NO – I did not file a 2023 Federal Tax Return but I did earn wages from the employer(s) listed below. I have enclosed copies of my W-2 statements from each employer and a Verification of Non-Filing Letter.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%; text-align: left; border-bottom: 1px solid black;">Employer</th> <th style="width: 40%; text-align: left; border-bottom: 1px solid black;">Amount Earned</th> </tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> </table>	Employer	Amount Earned						
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Section 2: Income Exclusions and Untaxed Income

Complete this section by entering the dollar amount received or enter 'N/A' if the item does not apply to you.

	Student	Parent(s)
1. Rollover amount included in the IRA distribution listed on your tax return	\$ _____	\$ _____

Section 3: Family Size Verification

List ALL individuals in your parent(s)' household, including:

1. **Yourself and your parent(s) (including stepparent)** even if you don't live with your parents; and
2. Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2025 through June 30, 2026, and
3. Other people who live with your parent(s), and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2025 through June 30, 2026.

Full Name	Age	Relationship
		Self

Section 4: Certification and Signature - Please **handwrite** your signature. Typed Signatures cannot be accepted.

I certify that all information provided in this document is true, complete and accurate to the best of my knowledge. I further understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid. Also, purposely giving false or misleading information on this worksheet may lead to fines, jail sentences, or both. I authorize the University at Buffalo to make any change(s) necessary as a result of the updated information that I have provided.

Student Signature (**Cannot be typed**)

Date

Parent Signature (**Cannot be typed**)

Date