



VITERBO
UNIVERSITY

2022-2023 Academic Year

Instructions for Providing W2 Forms/Self Employment Verification

1. W2 form(s) should total the amount reported on Line 1* (“Wages, Salaries, and Tips”) of the **2020** (or 2021 when requested) **Form 1040/US Income Tax Return**. Submit a copy of each W2 Form included on **Form 1040** – Line 1.

***EXCEPTION:** Income of less than \$1800 as a household employee (**HSH**) or taxable grant/scholarship aid (**SCH**) will not have a W2. **If you used DRT** to transfer tax return data to the FAFSA, and Line 1 of the **Form 1040/US Income Tax Return** indicates **HSH** or **SCH**, you must submit a signed copy of **Form 1040/US Income Tax Return**, along with the W2 Forms.

2. **ONLY W2 Forms** **issued by a tax authority or the employer** can be accepted by Viterbo. A W2 generated from tax preparation software is **not acceptable** to satisfy verification.
3. If the amount reported for FAFSA question “income earned from working” includes earnings for which a W2, or other earnings statement (i.e. 1099) was **NOT** issued by an employer, **you must complete the back of this form.**
4. W2 income should equal the amount reported on the FAFSA as “income earned from working” in 2020 by the student, spouse, parent 1 and/or parent 2.

EXCEPTION: Business and/or Farm income or loss is reported on Schedule 1. If you used DRT to transfer tax return data to the FAFSA, you must also include copies of Schedule C, Schedule F, and earnings reported on 1099 forms, along with the W2 Forms.

NOTE: Clearly designate/highlight the student’s name on all forms. You must add the student name and identifier (SSN or Viterbo ID) on paperwork that does not already contain student identifier information.

(PLEASE PRINT)

Student Name _____ VU ID#(or SSN) _____

ONLY USE THIS SECTION IF YOU HAD "INCOME FROM WORKING" REPORTED ON LINE 1 OF YOUR FORM 1040/US INCOME TAX RETURN and FOR WHICH YOU DID NOT RECEIVE A W2 FORM.

If a W2 was issued but you have lost or misplaced it, you **MUST** request a duplicate from the employer**.

(**If you cannot get a replacement W2 from the employer, and you filed a 2020 Form 1040/ US Income Tax Return, you can request a Wage and Income Transcript from the IRS at [https://www.irs.gov/individuals/get-transcript.](https://www.irs.gov/individuals/get-transcript))

| Employer's Name / Source of this Income | Indicate if 2020 or 2021 Earnings | Earnings Amount | Explain Why a W2 is Not Available: (attach additional sheet if necessary) | Income Was Earned By: [Student, Spouse, Parent 1, Parent 2] |
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WARNING: If you purposely give false or misleading information, you may be fined, sentenced to jail, or both.

Student signature: _____ Date: _____
(Student signature required); parent signature required ONLY if parent information was included on the FAFSA.)

Parent signature: _____ Date: _____
(Parent signature required ONLY if parent information was included on the FAFSA.)

Return Form and Enclosures to:
Financial Aid Office/Viterbo University
900 Viterbo Drive
La Crosse, WI 54601
FinancialAid@viterbo.edu (ask questions)
FAdocuments@viterbo.edu (return completed documents)
(608) 796-3900 Fax: (608) 796-3859