2018-2019 Independent Verification Worksheet

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information UT Health San Antonio will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to UT Health San Antonio Office of Veteran Services and Financial Aid (VSFA). We may ask for additional information. If you have questions about verification, contact our office as soon as possible.

A. Independent Student’s Information

Student’s Last Name ___________________________ Student’s First Name ___________________________ Student’s Social Security Number ___________________________

Student’s Date of Birth ___________________________ Student’s Phone Number ___________________________

Student’s Street Address (include apt. no.) ___________________________ City ___________________________ State ___________________________ Zip Code ___________________________

B. Independent Student’s Information

List below the people in your household.

- **Include: Yourself**
- Your spouse, if you are married
- Your children, if any, if you will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the child would be required to provide your information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.
- Include the name of the college for any household member, excluding your parent(s), who will be enrolled, **at least half time** in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019. If more space is needed, attach a separate page with the student's name and ID at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>If Attending College, list college</th>
<th>If attending college, will be enrolled at least half time?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong> Missy Jones</td>
<td>24</td>
<td>Self</td>
<td>UT Health San Antonio</td>
<td>Yes</td>
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C. Independent Student's Income Information to Be Verified **If student is married, this section also applies to spouse.**

Instructions: If you filed a 2016 tax return, the best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at fafsa.gov. If the student has not already used the tool, go to FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student’s FAFSA. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student’s FAFSA using the IRS DRT.

- The student has filed a 2016 income tax return but ALSO filed, or will file, an AMENDED 2016 IRS tax return. You must provide a copy of the 2016 Tax Return Transcript and a signed copy of the 1040X.
- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2016 IRS income information into the student’s FAFSA. **VSFA cannot complete the verification process until the IRS DRT has been used.**
- The student is unable to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to VSFA a 2016 IRS tax return transcript—not a photocopy of the income tax return.

- Check here if the student’s IRS-issued tax return transcript is attached to this worksheet.
- The student was not employed and had no income earned from work in 2016. A Verification of Non-Filing Letter is attached to this worksheet.
- The student was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. A Verification of Non-Filing Letter is attached to this worksheet [Provide copies of all 2016 IRS W-2 forms issued to the student by employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and ID Number at the top. If you need a copy of your W-2 Form, contact your employer.

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<tr>
<th>Employer's Name</th>
<th>2016 Amount Earned</th>
<th>IRS W-2 Attached?</th>
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A 2016 IRS Tax Return Transcript or Verification of Non-Filing Letter may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, click “Get My Tax Record.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript” for tax-filers. Non-tax filers should request a Verification of Non-Filing. The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript” for tax-filers. Non-tax filers should request a Verification of Non-Filing. To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

D. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If married, the spouse’s signature is optional.

Student’s Signature ___________________________ Date _________________

Spouse’s Signature ___________________________ Date _________________

Submit this worksheet to Office of Veteran Services and Financial Aid
Mail Code 7708
7703 Floyd Curl Drive
San Antonio, TX 78229-3900
(210) 567-2635 (210) 567-6643 fax

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.