Your 2019-2020 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 reported on your FAFSA. To verify that you provided correct information, UT Health San Antonio Veteran Services and Financial Aid (VSFA) 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. Submit the form and other required documents to 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**

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>Student’s Date of Birth</td>
<td>Student’s Phone Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student’s Street Address (include apt. no.)</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
C. Independent Student’s Income Information to Be Verified

Instructions: If you filed a 2017 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 2017 IRS income tax information into the student’s FAFSA. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student’s FAFSA using the IRS DRT.

- The student has filed a 2017 income tax return but ALSO filed, or will file, an AMENDED 2017 IRS tax return. You must provide a copy of the 2017 IRS-issued 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 2017 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 2017 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 2017 IRS-issued 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. Write the student’s ID number at the top of each page.

- The student was not employed and had no income earned from work in 2017. A Verification of Non-Filing Letter is attached to this worksheet.
- The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, 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 2017 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.

<table>
<thead>
<tr>
<th>Earnings Information for Non-Tax Filers</th>
<th>2017 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

A 2017 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 and all supporting documentation to VSFA

Mail Code 7708
7703 Floyd Curl Drive
San Antonio, TX 78229-3900
(210) 567-2635 (210) 567-8643 fax

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