2022-2023 Independent Verification Worksheet

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. If you have been selected for verification, regulations require we confirm the information reported on your FAFSA before awarding any federal or state financial aid. 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 you submit. If there are differences identified, your FAFSA information may need to be updated by VSFA. Please submit this form and other required documents to VSFA to lopezc8@uthscsa.edu. Additional information may be required during this process. Please do not hesitate to contact our office if you have questions about the verification process.

A. Independent Student’s Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address (include apt. no.)</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

B. Independent Student’s Information

List below the people in your household. **Include: Yourself and your spouse, if you are married, your and spouse’s children, if any, if you will provide more than half of their support from July 1, 2022, through June 30, 2023. 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, 2023. Include the name of the college for any household member, 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, 2022, and June 30, 2023. 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>Example: Missy Jones</td>
<td>24</td>
<td>Self</td>
<td>UT Health San Antonio</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: Additional documentation may be required regarding the household members enrolled in eligible postsecondary educational institutions.

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C. Independent Student’s Income Information to Be Verified *The instructions below apply to the student and spouse, if the student is married*  

Instructions: If you filed a 2020 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 [https://studentaid.ed.gov/sa/fafsa](https://studentaid.ed.gov/sa/fafsa). If the student has not already used the tool, 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 2020 IRS income tax information into the student’s FAFSA. In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student’s FAFSA using the IRS DRT.

Check the applicable box:

- The student [is unable](#) to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to VSFA a signed copy of the 2020 income tax return and any schedules that were submitted to the IRS.
- 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 [has used](#) the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 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 2020 IRS income information into the student’s FAFSA.
- The student has filed a 2020 income tax return but [also](#) filed, or will file, an AMENDED 2020 IRS tax return. You must provide a copy of the signed 2020 income tax return and any schedules that were submitted to the IRS. Also include a signed copy of the 1040X.
- The student was not employed and had no income earned from work in 2020. A Verification of Non-Filing Letter is attached to this worksheet.
- The student was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, 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 2020 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>2020 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A 2020 IRS Tax Return Transcript or Verification of Non-Filing Letter may be obtained through:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” 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](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” 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) 567-6643 fax

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