2023-2024 Dependent Verification Worksheet

Your 2023–2024 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 you and your parents reported on your FAFSA before awarding any federal or state financial aid. You and at least one parent must complete and sign this worksheet before submitting it to our office at vsfa@uthscsa.edu. UT Health San Antonio Veteran Services and Financial Aid (VSFA) will compare your FAFSA with the information on this worksheet and any other required documents you and your parents submit. If there are differences identified, your FAFSA information may need to be updated by VSFA. Please do not hesitate to contact our office if you have questions about the verification process.

A. Dependent Student’s Information

Last Name ____________________________________________________________________________

First Name __________________________________________________________________________

Social Security Number __________________________________________________________________

Date of Birth __________________________________________________________________________

Phone Number __________________________________________________________________________

Street Address (include apt. no.) __________________________________________________________________________

City __________________________________________________________________________

State __________________________________________________________________________

Zip Code __________________________________________________________________________

B. Dependent Student’s Information

List below the people in your parent(s)’ household. Include: **Yourself and** your parent(s) (including a stepparent) even if you don’t live with your parent(s). Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024. Include children who meet either of these standards, even if they do not live with your parent(s). Other people if they now 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 through June 30, 2024. 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, 2023 and June 30, 2024. If more space is needed, attach a separate page with the student’s name and ID Number 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>18</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.
C. Dependent Student’s Income Information to Be Verified

Instructions: If you filed a 2021 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 2021 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.

SELECT THE OPTION THAT APPLIES TO THE STUDENT:

- The student is unable to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit VSFA a signed copy of the 2021 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 2021 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 2021 IRS income information into the student’s FAFSA.

- The student has filed a 2021 income tax return but ALSO filed, or will file, an AMENDED 2021 IRS tax return. You must provide a copy of the signed 2021 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 2021.

- The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2021 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 Filer Student Employer’s Name</th>
<th>2021 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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D. Parent's Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certification below refer and apply to both parents.

Instructions: If you filed a 2021 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. If the student's parent(s) has not already used the tool, the parent and the student should 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 parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA. In most cases, no further documentation is needed to verify 2021 income information that was transferred using the IRS DRT.

SELECT THE OPTION THAT APPLIES TO THE PARENT(S):

- The parent is unable use the IRS Data Retrieval Tool, and the parent will submit to VSFA a signed copy of the 2021 income tax return and any schedules that were submitted to the IRS.
- Check here if parent's IRS-issued tax return transcript is attached to this worksheet. Write the student's ID number at the top of each page.
- The parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool but will use the tool to transfer 2021 IRS income information into the student's FAFSA.
- The parent(s) has filed a 2021 income tax return but ALSO filed, or will file, an AMENDED 2021 IRS tax return. You must provide a copy of the signed 2021 income tax return and any schedules that were submitted to the IRS. Also include a signed copy of the 1040X.
- The parent(s) was not employed and had no income earned from work in 2021. A Verification of Non-Filing Letter is attached to this worksheet.
- The parent(s) was employed in 2021, but not required to file, and has listed below the names of all the parent's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. A Verification of Non-Filing Letter is attached to this worksheet. Provide copies of all 2021 IRS W-2 forms issued to the parent(s) by employers. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID at the top. If you need a copy of your W-2 Form, contact your employer.

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>Employer's Name</th>
<th>2021 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
</table>

E. Certification and Signatures
Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

Student's Signature __________________________ Date __________

Parent’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.