

Dependent Verification Worksheet

Office of Student Financial Services
 P. O. Box 20036 • Houston, TX 77225
 (713) 500-3860 phone • (713) 500-3863 fax
<https://www.uth.edu/sfs/>

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Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require this institution to verify the information you and your parents reported on your FAFSA with the information reported on this worksheet. If there are differences, we may be required to correct your FAFSA information. Failure to submit this information will prohibit your federal aid from disbursing to your student account.

You and at least one parent must complete and sign this worksheet and submit the form to the Office of Student Financial Services. If your legal parents (biological or adoptive) are **not married to each other** and **live together**, you must provide information about both of them, regardless of their gender. If your parents are **married**, regardless of gender [consistent with the Supreme Court decision on the Defense of Marriage Act], and **live together** you must provide information about both of them.

If requested, you may be asked to submit additional information. For questions regarding verification, contact the Office of Student Financial Services as soon as possible to avoid processing delays.

Submit forms using ONE of the following methods:

- Online:** Log on to **myUTH**, click on the **To Do List Item**, select **Submit** button and follow instructions.
- In Person:** UCT Building, 7000 Fannin, Suite 2220, Houston, TX 77030

COMPLETE ALL SECTIONS

Student Last Name	First Name	M.I.	Student Date of Birth
Student Street Address (include apt. no.)			Student Email Address
City	State	Zip Code	() Student Phone Number

A. FAMILY INFORMATION

List below the people in the parents' household.

Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2020.

Number in College: Include in the space below information about any household member who is, or 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, 2019, and June 30, 2020, and include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		
		Parent/Step-Parent	<i>This section intentionally left blank</i>	
		Parent/Step-Parent	<i>This section intentionally left blank</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

B. STUDENT FILING STATUS

Has the student filed or intend to file a 2017 income tax return with the IRS?

Check the box that applies:

NO. Proceed to Sections C and E through H

YES. Skip to Sections D through H

C. STUDENT TAX NON FILER

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

The student was not employed and had no income earned from work in 2017.

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. List every employer even if the employer did not issue an IRS W-2 form or equivalent document. **The student MUST provide copies of all 2017 IRS W-2 forms or equivalent documents issued to the student by his/her employers.**

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Per federal guidelines, independent students and parents of dependent students that did not file a 2017 income tax return are required to submit a Verification of Nonfiling Letter (VNF) from the IRS or other relevant tax authority. Dependent students who did not file taxes are not required to provide a VNF, but have the option to do so. Please complete the appropriate section below.

IRS Verification of Nonfiling Letter is provided.

IRS Verification of Nonfiling Letter will not be provided.

D. STUDENT TAX FILER

Important Note: The instructions below apply to the student.

Instructions: Complete this section if the student filed or will file a 2017 IRS income tax return(s). 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. 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 if that information was not changed by the FAFSA filer.

Check the box that applies:

The student has used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.

The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.

The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2017 IRS Tax Return Transcript(s).

A 2017 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to 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, 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 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.

Check here if a 2017 IRS Tax Return Transcript(s) is provided.

Check here if a 2017 IRS Tax Return Transcript(s) will be provided later.

E. PARENT TAX FILING STATUS

Have the parents filed or intend to file a 2017 income tax return with the IRS?

Check the box that applies:

NO. Proceed to Sections F and H

YES. Skip to Sections G through H

F. PARENT TAX NON FILER

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

Neither parent was employed, nor neither had income earned from work in 2017.

One or both parents were employed in 2017 and have 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. List every employer even if the employer did not issue an IRS W-2 form or equivalent document. **The parent(s) MUST provide copies of all 2017 IRS W-2 forms or equivalent documents issued to the parents by their employers.**

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Per federal guidelines, independent students and parents of dependent students that did not file a 2017 income tax return are required to submit a Verification of Nonfiling Letter (VNF) from the IRS or other relevant tax authority. Please complete the appropriate section below.

IRS Verification of Nonfiling Letter is provided.

I attest that I attempted to acquire the Verification of Nonfiling Letter from the IRS or other relevant tax authority and was unable to obtain the required documentation for the following reason: _____

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

Instructions: Complete this section if the parents **filed or will file a 2017 IRS income tax return(s)**. 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. 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 if that information was not changed.

Check the box that applies:

The parents have used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.

The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.

The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2017 IRS Tax Return Transcript(s).

A 2017 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to 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, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use 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 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-. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

- Check here if a 2017 IRS Tax Return Transcript(s) is provided.
- Check here if a 2017 IRS Tax Return Transcript(s) will be provided later.

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2017, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2017;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2017;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2017 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2017 must provide a signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return; or
- A 2017 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

H. CERTIFICATION AND SIGNATURES

Each person signing this verification worksheet certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature (*no electronic signatures accepted*)

Date

Parent Signature (*no electronic signatures accepted*)

Date