2018-2019
FAVERI

Independent 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/

Student ID

Your 2018–2019 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 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 must complete and sign this worksheet and submit the form to the Office of Student Financial Services. 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:

1. **Online:** Log on to myUTH, locate the Tasks Tile, click on To Do List menu option, choose document to upload, click Submit button, follow instructions to attach document, click Submit to upload document.
2. **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

City State Zip Code

(_____)
Student Phone Number

A. FAMILY INFORMATION

List below the people in the student's household.

Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2018, through June 30, 2019, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides 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, 2019.

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, 2018, and June 30, 2019, 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)
		Self		

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 and/or spouse filed or intend to file a 2016 income tax return with the IRS?

Mark the box that applies:

☐ **NO**. Proceed to Sections C and E

☐ **YES**. Skip to Sections D through E

C. STUDENT TAX NON-FILER

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and/ or spouse will not file and <u>are not required</u> to file a 2016 income tax return with the IRS.

Mark the box that applies:

☐ The student and spouse were not employed and had no income earned from work in 2016.

☐ The student and/or spouse were employed in 2016 and have 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. [Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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 2016
(Example) ABC's Auto Body Shop	***Yes***	***$4,500.00***
Total Amount of Income Earned From Work		$ 0.00

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

☐ Mark here if confirmation of non-filing is provided.

☐ Mark here if confirmation of non-filing will be provided later.

D. STUDENT TAX FILER

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: **Complete this section if the student and spouse <u>filed or will file</u> a 2016 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 <u>FAFSA.gov</u>.* 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 if that information was not changed by the FAFSA filer.

Mark the box that applies:

☐ The student <u>has used</u> the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

☐ The student <u>has not yet used</u> the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.

☐ The student is <u>unable or chooses not to use</u> the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a 2016 IRS Tax Return Transcript(s).

A 2016 IRS Tax Return Transcript may be obtained through:

- <u>Get Transcript by MAIL</u> – Go to <u>www.irs.gov</u>, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and ***NOT*** the "IRS Tax Account Transcript."
- <u>Get Transcript ONLINE</u> – Go to <u>www.irs.gov</u>, 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."
- <u>Automated Telephone Request</u> – 1-800-908-9946
- <u>Paper Request Form</u> – IRS Form 4506T-EZ or IRS Form 4506-T

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.

☐ Mark here if a 2016 IRS Tax Return Transcript(s) is provided.

☐ Mark here if a 2016 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 2016 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2016, 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 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016;
- 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, 2017;
- A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2016 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 2016.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A 2016 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; ***and***
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

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 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.

E. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct.

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

Sign After Printing

Student Signature *(no electronic signatures accepted)*

Date

Sign After Printing

Spouse Signature (Optional)

Date