



2019-2020 Dependent Verification Form

Documentation submitted by fax or e-mail will not be accepted

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification per financial aid program rules (34 CFR, Section 668). UTSA may ask for information in addition to what is on this worksheet. Please note that incomplete documentation will delay the processing of your verification process. Financial Aid will not disburse until the verification process is complete. This form can be submitted by mail, in-person at the One Stop Enrollment Center, or via the Document Uploader.

PRIORITY SUBMISSION DEADLINES:

FALL 2019 - JULY 1, 2019
SPRING 2020 - DECEMBER 2, 2019

Step 1: Household Information - Please list the number in household in the box below, include:

- Yourself
- The parents or parent listed on your FAFSA and your stepparent if they remarried.
- The parents' other children if the parents will provide more than half of their support from **July 1, 2019 to June 30, 2020**.
- Other persons who live with your parent(s) and parents provide more than half of their support and will continue to provide more than half of their support **through June 30, 2020**.
- Write the name of the college or university for any household member listed (excluding your parents) who will be attending at least half-time between July 1, 2019 through June 30, 2020 in a degree or certificate program.

If more space is needed, attach a separate page with student name and your myUTSA ID at the top.

Full Name	Age	Relationship to Student	College Attending (at least ½ time)
		<i>Self</i>	<i>UTSA</i>

Step 2: Student Tax Forms and Income Information. Mark only one box below:

- I have filed my 2017 taxes
- Attach [2017 IRS Tax Return Transcript](#) or signed 2017 tax return to this form unless you completed the IRS Data Retrieval Tool.
- I did not earn any income in 2017. I did not and was not required to file a 2017 tax return.
- I did earn income from work in 2017. I did not and was not required to file a 2017 tax return.
- Attach all of your 2017 W-2 form(s) and 1099 Misc. form to this form.
 - List in **Step 4** the names of all employers and the amount earned from each employer in 2017.

Office Use Only

Date: _____ Received By: _____ Processed By: _____

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Rev. 7/25/2019

Step 3: Parent Tax Forms and Income Information. Mark only one box below:

- I have filed my 2017 taxes
 - Attach [2017 IRS Tax Return Transcript](#) or signed 2017 tax return to this form unless you completed the IRS Data Retrieval Tool.
- I did not earn any income in 2017. I did not and was not required to file a 2017 tax return.
 - Attach the [IRS Verification of Non-filing Letter](#) to this form.
- I did earn income from work in 2017. I did not and was not required to file a 2017 tax return.
 - Attach the [IRS Verification of Non-Filing Letter](#) to this form.
 - Attach all of your 2017 W-2 form(s) and 1099 Misc. form to this form.
 - List in **Step 4** the names of all employers and the amount earned from each employer in 2017.

Step 4: Earned Wages Income Information (complete only if you earned income but did not file in 2017)

List every employer below even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with student name and myUTSA ID at the top.

Employer Name	Student Earned Wages	Parent 1 Earned Wages	Parent 2 Earned Wages

Step 5: Certification and Signatures

Certification Statement: *Your signature on this document confirms your acknowledgement of the following:*

- The information submitted for review is true and correct to the best of my knowledge.
- Providing false information on either my FAFSA or 2017 tax information may result in reduced eligibility, repayment of aid, or both.
- If there is conflicting information, additional documentation may be required upon request.
- I understand if any differences arise between my FAFSA and my 2017 federal tax information that the office of Financial Aid & Scholarships will be required to correct my information, which may result in a change to my financial aid.
- If any paperwork is incomplete, then I understand this will delay the processing of my verification.
- I understand the verification paperwork and all required documentation submitted **after the deadlines** are not guaranteed to be completed by payment deadline.
- I understand that I need to have payment arrangements in place if this form and all required documentation requested is submitted after the submission deadline to avoid late fees or change in enrollment.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

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