

2020-2021 Independent Verification Form

Directions: Your 2020-2021 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. Financial Aid will not disburse until the verification process is complete.

How to Submit Form: Upload through the [Document Uploader](#), mail to University of Texas at San Antonio, **Office of Financial Aid and Scholarships**, One UTSA Circle, San Antonio TX 78249 or drop off in person at the UTSA One Stop office. Fax and emailed forms will not be accepted.

Priority Submission Deadlines: Fall 2020: July 1, 2020 Spring 2021: November 30, 2020

STEP 1: HOUSEHOLD INFORMATION

Please list the number in household in the box below. Write the name of the college or university for any household member listed who will be attending at least half-time between **July 1, 2020** through **June 30, 2021** in a degree or certificate program. If more space is needed, attach a separate page with the student name and myUTSA ID at the top. Be sure to include:

- Yourself
- Your spouse (if applicable)
- Your children/step-children if you and your spouse will provide more than half of their support from **July 1, 2020** to **June 30, 2021**.
- Other people who live with you and your spouse and you provide more than half of their support and will continue to provide more than half of their support through **June 30, 2021**.

Full Name	Age	Relationship to Student	College Attending
		Self	UTSA

STEP 2: STUDENT TAX FORMS AND INCOME INFORMATION

If married, please include tax documents for your spouse. Mark only one box below.

- I have filed my 2018 taxes. Submit 2018 IRS tax return transcript or signed 2018 tax return to this form unless you completed the IRS Data Retrieval Tool.*
- I did not earn any income in 2018. I did not and was not required to file a 2018 tax return. Submit the IRS Verification of Non-filing Letter to this form.*
- I did earn income from work in 2018. I did not and was not required to file a 2018 tax return. Submit the IRS Verification of Non-filing Letter to this form. Submit all of your 2018 W-2 form(s) and the 1099 Misc. form to this form. List in Step 4 the names of all employers and the amount earned from each employer in 2018.*

UTSA OFFICE USE ONLY:

STEP 3: EARNED WAGES INCOME INFORMATION

Complete only if you earned income but did not file in 2018. List every employer below even if the employer did not issue an IRS W-2. If more space is needed, attach a separate page with student name and myUTSA ID at the top.

Employer Name	Student Earned Wages	Spouse Earned Wages

STEP 4: CERTIFICATION AND SIGNATURES

Certification Statement: Your signature on this document confirms your acknowledgment 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 2018 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 2018 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 priority submission deadlines are not guaranteed to be completed 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 priority submission deadline to avoid late fees or change in enrollment.

Student Signature: _____ Date: _____

UTSA OFFICE USE ONLY: