2022-2023 Independent Verification Form

Directions: Your 2022-2023 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 at the dropbox in front of the One Stop office. **Fax and emailed forms will not be accepted.**

Priority Submission Deadlines: Fall 2022: July 1, 2022   Spring 2023: November 30, 2022

STEP 1: HOUSEHOLD INFORMATION

Please list the number in household in the box below, include:

- *Yourself*
- *Your spouse, (if the student is married)*
- *The student's or spouse's children if the student or spouse will provide more than half of their support from **July 1, 2022** to **June 30, 2023**.*
- *Other people if they now live with the student or student/spouse and provide more than half of their support and will continue to provide more than half of their support through **June 30, 2023**.*
- *Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree or certificate program at an eligible postsecondary educational institution any time between **July 1, 2022** through **June 30, 2023**.*

Full Name	Age	Relationship to Student	College Attending (at least 1/2 time)
		Self	UTSA

STEP 2: STUDENT TAX FORMS AND INCOME INFORMATION

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

   I have filed my 2020 taxes.
   - Attach 2020 IRS tax return transcript or signed 2020 tax return to this form unless you completed the IRS Data Retrieval Tool.
   I did not earn any income in 2020. I did not and was not required to file a 2020 tax return.
   - Submit the IRS Verification of Non-filing Letter to this form.
   I did earn income from work in 2020. I did not and was not required to file a 2020 tax return.
   *- Submit the IRS Verification of Non-filing Letter to this form. Include your 2020 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 2020.*

STEP 3: EARNED WAGES INCOME INFORMATION

Complete only if you earned income but did not file in 2020. *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	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 2020 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 2020 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, 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: _____

UTSA OFFICE USE ONLY:

RRAAREQ Code: VERI23 • WebX Code: FA_VERIF_FORM

Date: _____ Received By: _____ Processed By: _____ Form revised 10/15/21 • Page 2 of 2