@ | UTSA ID | Student's Last Name | Student's First Name

2009-2010 UTSA Dependent Verification Worksheet

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 financialaid@utsa.edu www.utsa.edu/financialaid

DOCUMENTATION SUBMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED

Your application was selected for review in a process called "verification". In this process, UTSA will be comparing information from your Free Application for Federal Student Aid (FAFSA) with **signed copies of your and your parents' 2008 federal tax forms.** The law states we have the right to ask you for this information before disbursing federal aid. If there are differences between your FAFSA information and your financial documents, we may need to send corrections on your Student Aid Report (SAR) and have a new SAR processed. **All requested documentation must be received in SFAES by July 1 for the fall semester, or December 1 for the spring semester, or May 1 for the summer semester to ensure that financial aid funds are available by the tuition and fee deadline for that particular semester. Failure to submit the required documentation will delay processing of your file.**

What you should do:

1. Collect your and your parents' **signed copies of all 2008 federal income tax returns.**
2. Talk to your financial aid counselor if you have questions about completing this worksheet.
3. You and your parents must complete and sign this worksheet.
4. Submit the completed worksheet and tax forms to SFAES.

Please submit all documents at the same time, and write your name and Student ID at the top of every document. Documentation may be submitted in person at the SFAES counter, via U.S. mail, or at our drop box location.

UTSA must review the requested information under the financial aid program rules (34 CFR, Section 668)

STEP 1: FAMILY INFORMATION

Write the names of all family or household members below. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2009 and June 30, 2010, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Include people as part of your family or household below only if:

- They lived with you (and your parents) and got more than half their support from you and your parents at the time you completed your student aid application, AND
- They will continue to get more than half their support from July 1, 2009 through June 30, 2010.
- Step-parents that you live with *must* be included.

Full Name	Age	Relationship	College
Example: Missy Jones	*7*	*Sister*	

PRIVACY NOTICE
With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et. seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

OFFICE USE ONLY
Date Received in SFAES: _____
Entered on RRAAREQ by: _____
Processed by: _____

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STEP 2: INCOME INFORMATION AND/OR TAX FORMS – Non-tax filers must complete A, C and D. Tax filers must complete B, C and D. Do not leave any blanks; enter zero if the amout is zero.

A. All non-tax filers must check the box(es) for those persons who did not file and were not required to file a 2008 Federal Income Tax Return.

☐ You ☐ Your Parents ☐ Father/Stepfather ☐ Mother/Stepmother

If a tax return was not filed, but income was received from work in 2008, list that income below.

Name(s) of employers who paid wages in 2008:	Student Amount	Parent(s) Amount

B. All tax filers must submit a **signed copy of all 2008 Federal Income Tax returns** (e.g., 2008 IRS Form 1040 or 1040A or 1040EZ or a tax return from Puerto Rico or a foreign income tax return). If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy of an IRS form that lists tax account information. All tax filers must check the box(es) for those persons who did file 2008 Federal Income Tax Return.

☐ You ☐ Your Parents' Joint Return ☐ Father/Stepfather ☐ Mother/Stepmother

C. Both tax filers and non-tax filers must list the following income *received, credited, or paid* in 2008. Please refer to FAFSA Questions 46 & 94.

2008 Income/Credit/Paid	Student Amount	Parent(s) Amount
Child Support **Paid**		
Taxable earnings from Fellowships, Federal Work-Study, or other need-based work programs		
Combat Pay Reported as income on return		

D. Both tax filers and non-tax filers must list any untaxed income *received* in 2008. Refer to FAFSA Questions 47 & 95.

2008 Untaxed Income	Student Amount	Parent(s) Amount
Taxed Deferred Pensions (W2 Box 12; Codes D, E, F, G, H, or S)		
Child Support **Received**		
Military/Clergy Housing and Food Allowances		
VA Non-Education Benefits		
Other Untaxed/Non-Reported Income		

STEP 3: CERTIFICATION AND SIGNATURES:

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

- The information submitted for review is true and correct to the best of your knowledge.
- You have read each section and have provided the required documentation.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- Additional documentation may be required.
- During peak seasons, there may be a four week processing time for the request.

_____ _____ _____

Student Signature | Student Phone Number | Date

_____ _____ _____

Father/Stepfather Signature | Mother/Stepmother Signature | Date

If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.

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