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UTSA ID

Student's Last Name

Student's First Name

2011-2012 UTSA Independent 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 "verification". UTSA will be comparing information from your Free Application for Federal Student Aid (FAFSA) with **signed copies of both your and your spouse's 2010 federal tax forms.** If differences arise between your FAFSA information and your financial documents, we will correct 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 both you and your spouse's **signed copies of all 2010 federal income tax return.**
2. You and your spouse must complete and sign this worksheet.
3. Submit the completed worksheet and tax forms to SFAES.
4. All documents must be submitted at the same time to prevent a delay in processing.
5. Please 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, 2011 and June 30, 2012, 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 spouse and got more than half their support from you or your spouse at the time you completed your student aid application, AND
- They will continue to get more than half their support from July 1, 2011 through June 30, 2012.

Full Name	Age	Relationship	College

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: _____

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STEP 2: INCOME INFORMATION AND/OR TAX FORMS - (Do not leave any blanks; enter zero if the amount is zero)

A. Please check the following regarding the 2010 Federal Income Tax Return.

☐ I (student) **did not** file for 2010. ☐ I (student) **did** file for 2010

☐ My Spouse **did not** file for 2010. ☐ My Spouse **did** file for 2010

B. Please list any income that was received from work in 2010 REGARDLESS of whether or not you filed your taxes. (Do not leave any blanks; enter zero if the amount is zero)

List employers for 2010:	Student Wages	Spouse Wages

C. All tax filers must submit a **signed copy of the 2010 Federal Income Tax return** (e.g., 2010 IRS Form 1040 or 1040A or 1040EZ or a tax return from Puerto Rico or a foreign income tax return). You can request a copy from your tax preparer or a copy of an IRS form that lists tax return information.

D. Both tax filers and non-tax filers must list the following (taxed and untaxed) income *received, credited, or paid* in 2010.

2010 Additional Financial Information	Student Amount	Spouse Amount
Child Support **Paid**		
Military of Clergy Allowance		
Taxed Deferred Pensions (W2 Box 12; Codes D, E, F, G, H, or S)		
Child Support **Received**		
Veterans Noneducation 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 upon request.
- Any correspondence will be e-mailed to your preferred email account as you indicated on ASAP.
- During peak seasons, there may be a 5-7 business day processing time for the request.

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

_____ _____ _____

Student Signature Phone Number Date

_____

Spouse Signature (if applicable)

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