



University of Texas at Arlington (UTA)

Office of Financial Aid

2020-2021

Income Verification Guidelines

Office: Davis Hall, Room 252 **Phone:** 817-272-3561 **Fax:** 817-272-3555

Mail: PO Box 19199, Arlington, TX 76019 **Email:** fao@uta.edu

PLEASE DO NOT SUBMIT SENSITIVE PERSONAL INFORMATION VIA EMAIL

If your 2020-2021 FAFSA is chosen for verification, you will be required to submit documentation to the UTA Office of Financial Aid to verify the 2018 income information reported.

2018 Tax Filers:

If you, your spouse (if you are married), and/or your parents (if you are dependent) filed a 2018 federal income tax return, and the Data Retrieval Tool (DRT) was not successfully used when completing the FAFSA, you will be required to submit either:

1. A copy of the Tax Return Transcript from the IRS (www.uta.edu/fao/apply/forms.php); or
2. A signed copy of the filed 1040 with schedules 1, 2, and 3 – copies of returns must be signed by the owner of the return (only one owner if a joint return) or include the preparer's name and SSN, EIN, or PTIN.

2018 Non-Tax Filers:

If you, your spouse (if you are married), and/or your parents (if you are dependent) did not file a 2018 federal income tax return, you will be required to submit documentation to confirm the tax filing status and any earned income as follows:

I. Dependent student did not file:

1. 2020-2021 Verification of Income Form – Student (www.uta.edu/fao/apply/forms.php)

II. Dependent student's parent did not file:

1. 2020-2021 Verification of Income Form – Parent (www.uta.edu/fao/apply/forms.php); and
2. 2018 IRS Non-Filing Letter – parent must complete Form 4506-T and submit it to the IRS to request a verification of non-filing letter (www.uta.edu/fao/apply/irs-letter.php for additional information). Before submitting the letter to the UTA Office of Financial Aid, indicate your UTA ID and name on the letter for identification purposes.

III. Independent student and/or spouse did not file:

1. 2020-2021 Verification of Income Form – Student (www.uta.edu/fao/apply/forms.php); and
2. 2018 IRS Non-Filing Letter – student and/or spouse must complete Form 4506-T and submit it to the IRS to request a verification of non-filing letter (www.uta.edu/fao/apply/irs-letter.php for additional information). Before submitting the letter to the UTA Office of Financial Aid, indicate your UTA ID and name on the letter for identification purposes.

If you have questions concerning these requirements, please contact the UTA Office of Financial Aid.