



# University of Texas at Arlington (UTA)

## Office of Financial Aid

**2021-2022**

### **Income Verification Guidelines**

**Office:** Univ Admin Bldg, Room 252 **Phone:** 817-272-3561 **Fax:** 817-272-3555

**Mail:** PO Box 19199, Arlington, TX 76019 **Email:** [fao@uta.edu](mailto:fao@uta.edu)

PLEASE DO NOT SUBMIT SENSITIVE PERSONAL INFORMATION VIA EMAIL

If your 2021-2022 FAFSA is chosen for verification, you will be required to submit documentation to the UTA Office of Financial Aid to verify the 2019 income information reported.

#### **2019 Tax Filers:**

If you, your spouse (if you are married), and/or your parents (if you are dependent) filed a 2019 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 (<https://www.irs.gov/individuals/get-transcript>);  
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, address, and SSN, EIN, or PTIN.

#### **2019 Non-Tax Filers:**

If you, your spouse (if you are married), and/or either of your parents (if you are dependent) did not file a 2019 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. The 2021-2022 Verification of Income Form – Student ([www.uta.edu/fao/apply/forms.php](http://www.uta.edu/fao/apply/forms.php))

##### II. Dependent student's parent did not file:

1. The 2021-2022 Verification of Income Form – Parent ([www.uta.edu/fao/apply/forms.php](http://www.uta.edu/fao/apply/forms.php));

AND

2. A 2019 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](http://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. The 2021-2022 Verification of Income Form – Student ([www.uta.edu/fao/apply/forms.php](http://www.uta.edu/fao/apply/forms.php));

AND

2. A 2019 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](http://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.**