



Office of Financial Aid

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2019-2020 VERIFICATION WORKSHEET

Parent Non-Tax Filer Worksheet

Your parent(s) indicated on the FAFSA or TASFA that they did not file a tax return for the 2017 tax year. Please have your parent(s) complete the following worksheet by writing their name(s) and checking the appropriate box below to confirm their tax-filing status for the 2017 tax year. If your parent(s) worked in 2017, list where they worked and the amount that they were paid by each employer in the space provided below.

Once we have received all requested documents on your To Do List, please allow our office up to 3 weeks to review and process the documents submitted.

Student Information	
Name (Last, First, Middle Initial)	UTD ID
Parent Information	
Parent 1 Name (Last, First, Middle Initial)	Parent 2 Name (Last, First, Middle Initial)
Check the appropriate box below:	
<input type="checkbox"/> I/we did NOT file a 2017 tax return. By checking this box, the parent(s) of the student listed above, attest that they did not file and are not required to file a federal income tax return, a foreign tax return or a tax return with Puerto Rico, another U.S. territory or Freely Associated State for the 2017 tax year. The parents' income for 2017 is listed below.	
<input type="checkbox"/> I/we filed a 2017 tax return. By checking this box, the parent(s) of the student listed above, attest that the answer on the FAFSA or TASFA was incorrect and that they did file or will file a 2017 tax return. A copy of the parents' 2017 Tax Return Transcript issued by the IRS will be submitted to the Office of Financial Aid.	
Source of Income	Total Amount Earned/Received in 2017
*Please submit copies of all 2017 IRS W-2 forms issued to your parent(s) by their employers to the Office of Financial Aid. *Please submit a 2017 IRS Verification of Non-filing Letter for each parent who did not file a 2017 tax return and was listed on the FAFSA or TASFA to the Office of Financial Aid.	
Signature and Certification	
Each person signing this worksheet certifies that all of the information provided above is complete and correct.	
Parent Signature _____	Date _____
Student Signature _____	Date _____
Please submit the completed worksheet with handwritten (not typed) signatures to the Office of Financial Aid by: Email: financial-aid@utdallas.edu or Fax: 972-883-6803 or In-person drop-off: Student Services Building, first floor	

With few exceptions, you are entitled on your request to be informed about the information UTD collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTD correct information about you that is held by us and that is incorrect.