



Office of Financial Aid

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 financial-aid@utdallas.edu

2019-2020 VERIFICATION WORKSHEET

Spouse Non-Tax Filer Worksheet

You indicated on the FAFSA or TASFA that your spouse **did not file** a tax return for the 2017 tax year. Please complete the following worksheet by writing your name, your spouse's name, and checking the appropriate box below to confirm your spouse's tax-filing status for the 2017 tax year. If your spouse 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
Spouse Information	
Spouse Name (Last, First, Middle Initial)	
Check the appropriate box below:	
<input type="checkbox"/> I did NOT file a 2017 tax return. By checking this box, I, the spouse of the student listed above, attest that I did not file and am 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. My income for 2017 is listed below.	
<input type="checkbox"/> I filed a 2017 tax return. By checking this box, I, the spouse of the student listed above, attest that the answer on the FAFSA or TASFA was incorrect and that I did file or will file a 2017 tax return. I will submit a copy of my 2017 Tax Return Transcript issued by the IRS 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 spouse by their employers to the Office of Financial Aid. *Please submit your spouse's 2017 IRS Verification of Non-Filing Letter 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.	
Student Signature _____	Date _____
Spouse 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.