

University of Houston-Victoria Office of Financial Aid

3007 N Ben Wilson, Ste 133 University West, Victoria, TX 77901-5731
Phone: 361-570-4125 Fax: 361-580-5555 Email: finaid@uhv.edu

2023-2024 Dependent Verification Worksheet-V5

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit them to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

All sections must be completed. If the answer to a question is N/A, please indicate so. DO NOT leave questions blank.

A. STUDENT'S INFORMATION

Name: _____ UHV ID: _____

Date of Birth: _____ Student Phone Number: _____

(include area code)

B. NUMBER of HOUSEHOLD MEMBERS and NUMBER in COLLEGE:

Number of Household Members: List below the people in the parent's household. Include:

- The **student**.
- The **parents** (including a stepparent) even if the student doesn't live with the parents.
- The **parents' other children** if the parents will provide more than half of the children's support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-24. Include children who meet either of these standards even if the children do not live with the parents.
- **Other people** if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2024.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or will be, enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, and include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Name	Age	Relationship	College	Will be Enrolled at Least Half-Time (Yes or No)
		SELF	UHV	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

To obtain a **2021 IRS Tax Return Transcript**, go to www.irs.gov and under the Tools heading click on the "Get Your Tax Record". Next, select "Get Transcript by Mail or Online". Other options to request a tax return transcript include calling the IRS at 1-800-908-9946 or completing a Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. Make sure to request the "IRS Tax Return Transcript."

C. INCOME INFORMATION (FILL OUT THE SECTION THAT APPLIES TO YOU):

STUDENT TAX FILERS: Check the box that applies.

- The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student is unable or choose not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with a **2021 IRS Tax Return Transcript**.

OR-----

STUDENT NONTAX FILERS: Check the box that applies.

- The student was not employed and had no income from work in 2021.
- The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form. [Provide copies of all IRS W-2 forms issued to the student by their employers]

**Please list employer and wages earned not filed with the IRS below:
If you need more space, attach a separate sheet.**

Employer's Name	2021 Annual Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2000.00	Yes

Note: We may require you to provide documentation from the IRS that indicates a 2021 IRS income tax return was not filed with the IRS.

PARENT TAX FILERS: Check the box that applies.

- The parents have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with a 2021 IRS Tax Return Transcript(s).

OR-----

PARENT NONTAX FILERS: Check the box that applies.

- Neither parent was employed, and neither had income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. [Provide copies of all 2021 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

**Please list employer and wages earned not filed with the IRS below:
If you need more space, attach a separate sheet.**

Employer's Name	2021 Annual Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2000.00	Yes

Note: We may require you to provide documentation from the IRS that indicates a 2021 IRS income tax return was not filed with the IRS.

D. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (complete section 1 or 2)

You must appear in person or have the following statement notarized. Please check the box indicating your preference.

1. To Be Signed at the Institution

The student must appear in person at the University of Houston-Victoria to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending the University of Houston-Victoria for 2023-2024.

(Student's Signature)	(Student ID Number)	(Date)
<u>For Office Use Only:</u>		
_____ Signature of Staff Member that Collected Form	_____ Form of ID	_____ Date Collected

Identity and Statement of Educational Purpose

2. To Be Signed in the Presence of a Notary

If the student is unable to appear in person at the University of Houston-Victoria to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing
(Print Student's Name)

this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending University of Houston-Victoria for 2023-2024.

(Student's Signature)	(Student ID Number)	(Date)
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Notary's Certificate of Acknowledgement of Statement of Educational Purpose
Notary's certification may vary by State

State of _____

City/County of _____

On _____, before me, _____ and proved
(Date) (Notary's name)

to me because of satisfactory evidence of identification _____
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Notary signature)

My commission expires on _____
(Date)

E. CERTIFICATIONS AND SIGNATURES:

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FASFA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Signature of Student: _____ **Date:** _____

Signature of Student's Parent: _____ **Date:** _____

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.
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