



University of Texas at Arlington (UTA)

Office of Financial Aid

2023-2024

Income Verification Guidelines

Office: UAB, 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 2023-2024 FAFSA is chosen for verification, you will be required to submit documentation to the UTA Office of Financial Aid to verify the 2021 income information reported.

2021 Tax Filers:

If you, your spouse (if you are married), and/or your parents (if you are dependent) filed a 2021 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 IRS Tax Return Transcript: <https://www.irs.gov/individuals/transcript-types-and-ways-to-order-them>); or
2. A signed copy of the filed 1040 with schedules 1, 2, and/or 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.

2021 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 2021 federal income tax return, you will be required to submit documentation to confirm the tax filing status and any 2021 earned income as follows:

I. Dependent student did not file:

1. The 2023-2024 Verification of Income Form – Student: <https://www.uta.edu/administration/fao/apply-for-aid/forms>; and
2. Copies of 2021 W-2's or other acceptable documentation of 2021 income earned.

II. Dependent student's parent did not file:

1. The 2023-2024 Verification of Income Form – Parent: <https://www.uta.edu/administration/fao/apply-for-aid/forms>;
2. A 2021 IRS Non-Filing Letter: <https://www.irs.gov/individuals/transcript-types-and-ways-to-order-them>. Before submitting the letter to the UTA Office of Financial Aid, indicate your UTA ID and name on the letter for identification purposes; and
3. Copies of 2021 W-2's or other acceptable documentation of 2021 earned income.

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

1. The 2023-2024 Verification of Income Form – Student: <https://www.uta.edu/administration/fao/apply-for-aid/forms>;
2. A 2021 IRS Non-Filing Letter: <https://www.irs.gov/individuals/transcript-types-and-ways-to-order-them>. Before submitting the letter to the UTA Office of Financial Aid, indicate your UTA ID and name on the letter for identification purposes; and
3. Copies of 2021 W-2's or other acceptable documentation of 2021 earned income.

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