



Office use only:  
 Student ID # \_\_\_\_\_  
 Original EFC \_\_\_\_\_ Verified EFC \_\_\_\_\_  
 Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Your 2019-2020 Free Application for Federal Aid (FAFSA) was selected for review in a process called verification by the U.S. Dept. of Education. This is to ensure that your FAFSA was completed correctly. In order to satisfy the verification requirements you must:

1. Submit this Verification Worksheet, fully completed with signatures (digital not accepted).
2. Utilize the IRS Data Retrieval Tool on FAFSA application or request a **2017 IRS Tax Return Transcript** \*\*for parent, student and/or spouse of student, as applicable.
3. If you cannot obtain the **2017 IRS Tax Return Transcript** we may accept a **signed** copy of the **2017 1040/1040A or 1040EZ Tax Return**.

\*\*A 2017 IRS Tax Return Transcript may be obtained through the IRS Website at: <https://www.irs.gov/individuals/get-transcript> or call 1-800-908-9946 to order by phone.

A. Student Information

\_\_\_\_\_  
 Last Name                      First Name                      M.I.                      Student ID #

\_\_\_\_\_  
 Address (include apt. no)

\_\_\_\_\_  
 City                      State                      Zip Code                      Phone Number (include Area Code)

B. Family Information

If you are a **DEPENDENT** student, include people in your home such as:

If you are an **INDEPENDENT** student (over the age of 24), include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parents. **Do not include noncustodial parent.**
- Your parent(s) other children, if your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020, or the children would be required to provide parental information when completing a FAFSA for 2019-2020.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.
- Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019 and June 30, 2020.

- Yourself
- Your spouse (if you are married)
- Your and/or your spouse's children, if you will provide more than half of their support from July 1, 2019 through June 30, 2020.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.
- Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019 and June 30, 2020.

Full Name	Age	Relationship	College
		SELF	St. Mary's University

**C. Student's Income Information (check one only)**

1. \_\_\_\_\_ I used the IRS Data Retrieval Tool (DRT) when I completed my FAFSA
  2. \_\_\_\_\_ I am attaching my 2017 Tax Return Transcript (Must be obtained directly from IRS) or my **signed** 2017 1040/1040A or 1040EZ Tax Return
  3. \_\_\_\_\_ I did not file and am not required to file a 2017 Federal Income Tax Return
- Copies of W-2 forms are required if any income was earned in the year 2017. (See Below For Non Tax Filers)**

**D. Parent or Spouse Income Information (check one only)**

1. \_\_\_\_\_ I used the IRS Data Retrieval Tool (DRT) when I completed my FAFSA
  2. \_\_\_\_\_ I am attaching my 2017 Tax Return Transcript (Must be obtained directly from IRS) or my **signed** 2017 1040/1040A or 1040EZ Tax Return
  3. \_\_\_\_\_ I did not file and am not required to file a 2017 Federal Income Tax Return
- Copies of W-2 forms are required if any income was earned in the year 2017. (See Below For Non Tax Filers)**

**For Non Tax Filers**

If you selected #3 as a **parent** or **independent student** you must also provide the **Verification of Non-Filing Letter** along with your proof of income for the 2017 tax year. This can be the 2017 W2, 2017 Wage and Income Transcript from the IRS or a statement in writing if the earnings were from self employment.

To obtain the **Verification of Non-Filing Letter**:

- ⇒ Contact the IRS at: <https://www.irs.gov/individuals/get-transcript>
- ⇒ Mail or Fax Form 4506-T to the IRS
- ⇒ Call the IRS at (800) 908-9946

**E. Certification and Signature (Digital Signature Not Accepted)**

I certify that all of the information reported on this worksheet is complete and correct. The student and, if dependent, at least one parent must sign and date. *Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.*

\_\_\_\_\_

**Print Student's Name**

\_\_\_\_\_

**Student's ID Number**

\_\_\_\_\_

**Student's Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Print Parent's Name**

\_\_\_\_\_

**Parent's Signature (required, if student is dependent) or Spouse Signature (optional, if student is married)**

\_\_\_\_\_

**Date**

Our office may update your FAFSA information if discrepancies are found with information submitted on this worksheet and your FAFSA entry or we may request more information if needed.

If you have questions about verification, please contact our office as soon as possible to avoid a delay with your financial aid package.

**You may submit your form and any attached documents by fax, email or mail to:**

**Office of Financial Assistance  
One Camino Santa Maria  
San Antonio TX 78228**

**Email: [finaid@stmarytx.edu](mailto:finaid@stmarytx.edu) Fax: 210-431-2221 Telephone: 210-436-3141**