



Office of Scholarships and Financial Aid
2023-2024 Dependent Verification Form

Your application was selected for a review process called "Verification." In this process, UHD will compare information from your FAFSA with copies of your financial documents. By law, we have the right to ask you for this information before awarding federal aid. Any differences between your FAFSA application and your documents may require corrections.

DEADLINES: For Pell Grant consideration, you must complete verification by August 31, 2024 or within 120 days of your last date of attendance at UHD, whichever is earlier. For all other programs, you must complete the process before the last day of your enrollment.

What you should do:

1. Collect your and your parents' financial documents (Federal income tax transcript, W-2s).
2. Call our office if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. If required upload or bring the completed worksheet, income tax transcripts, and any other documents to our office
5. A Financial Aid Counselor will compare information on these documents and make corrections if necessary. You may be asked to provide additional information after this documentation is reviewed.

For more information on the verification process, visit [For more information on Verification click here.](#)

Step 1: Tax Return Information (Check one appropriate box for each section):

Student Section: Indicate your tax filing status:
<input type="checkbox"/> I used the IRS Data Retrieval Tool for FAFSA on the Web to transfer 2021 IRS income information onto my FAFSA.
<input type="checkbox"/> I did not or could not use the IRS Data Retrieval Tool for FAFSA on the Web. I will attach my official 2021 IRS Tax Return Transcript (not an account transcript).
<input type="checkbox"/> I did not work in 2021 and was not required to file a tax return.
<input type="checkbox"/> I worked but was not required to file a 2021 Federal Tax Return. I will attach copies of my 2021 W-2's with my official IRS Non-Filing Letter for the 2021 tax year.

Legal Parent(s) Section: Indicate your parent's tax filing status:
<input type="checkbox"/> My legal parent(s) used the IRS Data Retrieval Tool for FAFSA on the Web to transfer 2021 IRS income information onto my FAFSA.
<input type="checkbox"/> My legal parent(s) did not or could not use the IRS Data Retrieval Tool for FAFSA on the Web. I will attach my parent's official 2021 IRS Tax Return Transcript (not an account transcript).
<input type="checkbox"/> My legal parent(s) did not work in 2021 and was not required to file a tax return. I will attach a copy of my parent's official IRS Non-Filing Letter for the 2021 tax year.
<input type="checkbox"/> My legal parent(s) worked but was not required to file a 2021 Federal Tax Return. I will attach copies of my parent's 2021 W-2s with their official IRS Non-Filing Letter for the 2021 tax year.

- **To obtain a 2021 IRS Tax Return Transcript or Verification of Non-Filing Letter go to www.irs.gov. Click on "Get My Tax Record" or order by calling the IRS at 1-800-908-9946.**
- **If parent does not have a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number and therefore can't file a tax return or request the IRS Verification of Non-Filing Letter, the parent can submit the 2023-2024 Parent Certification for Non-Filers form. Form available online at www.uhd.edu/financial**

UHD ID: _____ Student's Name: _____

Step 2: Family Information

List the people in your legal parent(s) household. Include:

1. Yourself
2. Your legal parent(s) that you listed on the FAFSA
3. Your legal parents' other children/dependents (even if they do not live with your legal parents) if
 - a. Your legal parents will provide more than half of their support from July 1, 2023 to June 30, 2024, or
 - b. The children would be required to provide legal parental information when applying for federal student aid.
4. Other people, if they now live with you, and if you provide more than half of their support from July 1, 2023 to June 30, 2024.

Do not include children for whom your legal parent(s) are paying child support or foster children.

Name	Age	Relationship to Student	College or University (do not list a college for legal parents)
		<i>Self</i>	University of Houston—Downtown

(If additional space is needed: attach signed statement with your student ID# listing additional family members.)

Step 3: Signature

Each person signing this form certifies that all the information reported on it is complete and correct. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

_____ Student Signature <i>(Blue or black ink, no electronic signatures accepted)</i>	_____ Date	_____ Legal parent Signature (required, if applicable) <i>(Blue or black ink, no electronic signatures accepted)</i>	_____ Date
_____ Phone Number		_____ Phone Number	