



# Office of Financial Aid

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## 2020-2021 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 2018 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. If your spouse received income in 2018, please list the sources and amounts received in the boxes 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"/> <b>I did NOT file a 2018 tax return.</b> I, the spouse of the student above, <b>did not file</b> and <b>am not required to file</b> 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 2018 tax year. My income for 2018 is listed below.	
<input type="checkbox"/> <b>I filed a 2018 tax return.</b> I, the spouse of the student above, <b>did file</b> or <b>will file</b> a 2018 tax return. I will submit either a copy of my 2018 Tax Return Transcript issued by the IRS or a signed copy of my 2018 tax return with all numbered schedules to the Office of Financial Aid.	
Source of Income	Total Amount Earned/Received in 2018
*Please submit copies of all 2018 IRS W-2 forms issued to your spouse by their employers to the Office of Financial Aid. *Please submit your spouse's 2018 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: <b>Email:</b> <a href="mailto:financial-aid@utdallas.edu">financial-aid@utdallas.edu</a> or <b>Fax:</b> 972-883-6803 or <b>In-person drop-off:</b> 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.