



Office of Financial Aid

800 W Campbell Rd SSB22 Richardson, TX 75080

972-883-2941 ph | 972-883-6803 fax

financial-aid@utdallas.edu

2024-2025 VERIFICATION WORKSHEET

Parent Non-Tax Filer Worksheet

Your parent(s) indicated on the FAFSA or TASFA that they did not file a tax return for the 2022 tax year. Please have your parent(s) complete the following worksheet by writing their name(s) and checking the appropriate box below to confirm their tax-filing status for the 2022 tax year. If your parent(s) worked in 2022, list where they worked and the amount that they were paid by each employer in the space provided 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
Parent Information	
Parent 1 Name (Last, First, Middle Initial)	Parent 2 Name (Last, First, Middle Initial)
Check the appropriate box below:	
<input type="checkbox"/> I/we did NOT file a 2022 tax return. By checking this box, the parent(s) of the student listed above attest that they did not file and are not required to file 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 2022 tax year. The parents' income for 2022 is listed below.	
<input type="checkbox"/> I/we filed a 2022 tax return. By checking this box, the parent(s) of the student above attest that my answer on the FAFSA or TASFA was incorrect and that I did file or will file a 2022 tax return. I will submit a copy of my 2022 Tax Return Transcript as issued by the IRS, or a signed copy of IRS form 1040 with all applicable schedules, or a translated copy of my 2022 foreign tax return to the Office of Financial Aid.	
Check the appropriate boxes below ONLY if one or more of the following situations apply to you:	
<input type="checkbox"/> I/we do not have a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN).	
<input type="checkbox"/> I/we report to a foreign tax authority. The tax authority of my country provides Verification of Non-Filing letters, and I/we will submit a translated copy of my Verification of Non-Filing letter to the Office of Financial Aid.	



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☐ I/we report to a foreign tax authority. I/we have attempted to obtain a Verification of Non-Filing letter from the tax authority of my country, but was unsuccessful, as they do not provide Verification of Non-Filing letters.

Report all income earned during the 2022 tax year below:

☐ I/we earned no income for the 2022 tax year.

Sources of Income	Total Amount Earned/Received

For each source of income, please submit copies of all 2022 IRS W-2 forms or equivalent foreign documentation issued to you by your employers 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.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Please submit your completed worksheet with handwritten (not typed) signatures to the Financial Aid Uploader tool at: <https://finaid.utdallas.edu/forms>