



**2022-2023 VERIFICATION WORKSHEET**

**STANDARD FORM**

Purpose: Texas Southern University Office of Student Financial Assistance has received the results of your 2022-2023 Free Application for Federal Student Aid (FAFSA). The financial aid program rules (34 CFR, Part 668) state that before awarding federal student aid, TSU may ask you to confirm the information you, your spouse, and/or your parent(s) reported on your FAFSA. Verification is the process of confirming the accuracy of data that is provided on the FAFSA. You are required by law to provide all necessary documents to complete verification. Failure to comply will result in a non-disbursement of any potential aid funding.

**A. STUDENT INFORMATION**

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_ T00 \_\_\_\_\_  
 TSU ID \_\_\_\_\_

**Criteria for Independent Students by Federal Guidelines:**  
 Generally to be independent for the 2022-2023 award year, the student must have been born before January 1, 1998, married as of the date the FAFSA was completed, working on a master’s or doctorate degree, currently serving on active duty in the U.S. Armed Forces, a veteran of the Armed Forces, have children that you provide ½ or more of their support (must be documentable), have dependents that you provide ½ or more of their support (must be documentable) or an Orphan or Ward of the Court. Students facing special circumstances such as an Unaccompanied Homelessness youth may also qualify as independent. Refer to the FAFSA for complete instructions. If you are not sure of your dependency status, please contact TSU OSFA.

**PLEASE CHECK ONE:**

**DEPENDENT STUDENTS (Complete form using information for both parent(s) and student)**

- List names of all persons in your parent(s) household in **section B**. Include yourself, your parents (and step-parents) and their other children (even if they do not live with your parents) if your parents will provide more than half of their support from July 1, 2022 through June 30, 2023, or if they will be required to provide parental information on the 2022-23 FAFSA.
- Also include other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue that support through June 30, 2023.

**INDEPENDENT STUDENTS (Enter the information for the student and spouse (if married))**

- List names of all persons in your household in **section B**. Include yourself, your spouse (if married) and all children (even if they do not live with you) if you will provide more than half of their support from July 1, 2022 through June 30, 2023, or if they will be required to provide parental information on the 2022-23 FAFSA.
- Also include other people if you provide MORE THAN HALF of their support and will continue to provide more than half of their support through June 30, 2023.

**B. FAMILY/HOUSEHOLD INFORMATION**

Write the names of all household members. Also write in the name of the college for any household member, (dependent students exclude parents college), who will be attending college, at least half-time between July 1, 2022 and June 30, 2023, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Will be enrolled at least ½ time?
Missy Jones (example)	18	Sister (example)	Central University (example)	Yes
		<b>Self</b>	<b>Texas Southern University</b>	<b>Yes</b>

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0041. The time required to complete this information collection is estimated to average twelve minutes including the time to review instructions, search existing data resources, and gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-5345.

**C. TAX FORMS AND INCOME INFORMATION TO BE VERIFIED**

**1. TAX RETURN FILER:** This section should be completed by individuals who filed a 2020 tax return.

***The Data Retrieval Tool***

*The most accurate method of entering income information into the FAFSA is by using the IRS Data Retrieval Tool in FAFSA on the Web. If the student or parent have not already used the DRT, go to FAFSA.ed.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the application. From there, follow the instructions to determine if the student(spouse)/parent is eligible to use the IRS Data Retrieval Tool to transfer 2020 IRS income tax information into the student's FAFSA. In most cases it takes 2 – 3 weeks after a 2020 electronic IRS income tax return has been accepted by the IRS and up to eight weeks for paper IRS tax return filers to be eligible to use the DRT. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

**STUDENT (SPOUSE)**

- Check here if the Student (and Spouse) used the Data Retrieval Tool.
- Check here if the Student (and Spouse) did not use DRT and are submitting a copy of their 2020 Federal Tax Return Transcript.

**PARENT(S)**

- Check here if the Parent (and Spouse) used the Data Retrieval Tool.
- Check here if the Parent(s) did not use DRT and are submitting a copy of their 2020 Federal Tax Return Transcript.

**\*\*How to obtain a copy of the IRS Tax Return Transcript**

To obtain an IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Your Tax Record" link, or call 1-800-908-9946.

**2. NON-FILER:** This section should be completed by individuals who did not file a 2020 tax return.

**DEPENDENT STUDENT ONLY**

- The Student was not employed, had no earned income from work in 2020, did not and was not required to file a 2020 Tax Return.
- Check here if the student did work, but did not file a 2020 tax return. Complete non-filer table below, attach all 2020 W-2's. If self-employed, attach a statement certifying the amount of Adjusted Gross Income earned and Income Tax Paid for 2020.

**INDEPENDENT STUDENT (SPOUSE)**

- The Student (and Spouse) was not employed and had no earned income from work in 2020. Attach Non-filing Status Verification for the Student (Spouse) - \*\*See Instructions below.

**PARENT(S)**

- The Parent(s) was not employed, had no earned income from work in 2020, did not and was not required to file a 2020 Tax Return. Attach verification of Non-filing Status Verification for parent(s) – \*\*See instructions below.
- Check here if the Parent(s) did work, but did not file a 2020 tax return. Complete non-filer table below, attach all 2020 W-2's. If self-employed, attach a statement certifying the amount of Adjusted Gross Income earned and Income Tax Paid for 2020. Parent(s) must also submit a Non-Filing Status Verification – \*\*See instructions below.

**INDEPENDENT STUDENT (SPOUSE)**

- Check here if the Student (Spouse) did work, but did not file a 2020 tax return. Complete non-filer table below, attach all 2020 W-2's. If self-employed, attach a statement certifying the amount of Adjusted Gross Income earned and Income Tax Paid for 2020. Student (Spouse) must also submit a Non-Filing Status Verification – \*\*See instructions below.

**\*\*How to obtain a copy of the Non-Filing Status Verification**

The student (spouse) or parent must submit a 4506-T Non-Filing Verification can be requested by calling 1- 800-908-9946.

**3. NON-FILER TABLE:** Attach a copy of all W-2 forms received from all employers for 2020.

List below the names of all the parent's and student's (and spouse's) employers even if they did not issue an IRS W-2 form, the amount earned from each employer in 2020. *If more space is needed, attach a separate page with the parent's name and Social Security Number at the top.*

Student (Spouse) / Parent Name	Employer's Name	2020 Wages Earned	W-2 Provided?
		\$	
		\$	
		\$	
		\$	

Dep Student     Indep Student    Name: \_\_\_\_\_    TSU ID: T00 \_\_\_\_\_

**D. UNTAXED INCOME: DO NOT LEAVE THESE SECTIONS BLANK.** Complete all sections regardless to whether you had untaxed income in that category. Enter the total amount for a 12 month period. If an item does not apply, put a zero or N/A. This form may be returned to you for completion if left blank.

Student (Spouse)	Additional Financial Information	Parent
\$	Tax-deferred pension/savings (paid directly to or withheld from earnings, such as 401k and 403b plan): W2, BOX 12 a-d CODE: D,E,F,G,H,S:	\$
\$	Child support received:	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). <b>Don't Include</b> the value of on-base military housing or the value of a basic military allowance for housing	\$
\$	Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIG) and/or VA Educational Work-Study Allowances.	\$
\$	Other untaxed income or benefits not reported in items 45a through 45h (for Student) and/or 94a through 94h (for Parents), such as worker's compensation, disability, untaxed portions of health savings accounts from IRS Form 1040 – Line 25. <b>Don't include</b> extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed social security benefits, Supplemental Security Income, Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form. This includes money that you received from a parent or other person whose financial information is not included on this form and that is not part of a legal child support agreement.	\$

**E. Sign this Worksheet**

*Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.*

By signing this worksheet, I certify that all the information reported to qualify for Federal student aid is complete and correct. I also acknowledge that verification may result in a change in my current award package, if any.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Please send your documents to:**  
Texas Southern University  
Office of Student Financial Assistance  
3100 Cleburne Street  
Houston, TX 77004



### Special Circumstance Appeal Checklist

If your family experiences a significant income loss that causes a substantial change in your financial status and would like to pursue an appeal, this checklist will assist you in determining what documentation is needed to submit.

Review below each circumstance which may be impacting your family and submit copies of all supporting documentation to the Office of Student Financial Assistance. All **Special Circumstances** are required to additionally submit a **Verification Worksheet** and a **signed 2020 Federal Income Tax Return or 2020 Tax Return Transcript**.

**Note:** If you filed your 2022-2023 FAFSA and received an EFC = Zero (0), you already receive the maximum amount possible in federal aid. Submitting this appeal will not result in a change of your financial aid offer.

Special Circumstance Appeal	Cause for Substantial Change	Required Documentation
<b>Loss of Employment</b>	Your family's earned income for 2020 will be less than that earned in 2022.	<input type="checkbox"/> Signed Appeal Letter detailing circumstances. <input type="checkbox"/> 2020 & 2021 Signed Tax Return or Transcript. <input type="checkbox"/> Termination notice from employer. <input type="checkbox"/> Verification of severance package. <input type="checkbox"/> 2 most recent check stubs. <input type="checkbox"/> Unemployment benefit notice. <input type="checkbox"/> Documentation to support loss of funds.
<b>Loss of Income or Benefits</b>	Your family received benefits in 2020 which have ceased or been reduced in 2022.  <i>e.g. Worker's Compensation, Alimony, Child Support or Retirement/Pension</i>	<input type="checkbox"/> Signed Appeal Letter detailing circumstances. <input type="checkbox"/> Documentation to support loss of funds.
<b>Change in Family Structure</b>	Divorce, Separation or Loss of a Parent or Spouse after filing the FAFSA.	<input type="checkbox"/> Signed Appeal Letter detailing circumstances. <input type="checkbox"/> 2020 & 2021 Signed Tax Return or Transcript. <input type="checkbox"/> Divorce Decree/Legal separation agreement. <input type="checkbox"/> Proof of separate residences. <input type="checkbox"/> Copy of death certificate (if applicable) <input type="checkbox"/> Copy of 2020 W-2
<b>Medical Expenses Not Covered by Insurance</b>	Medical expenses paid in 2020 by your family exceeding 7.5% of the total household income earned in 2020.  Medical expenses not reimbursed by insurance that exceeded 7.5% of the total household income earned in 2020.	<input type="checkbox"/> Signed Appeal Letter detailing circumstances. <input type="checkbox"/> Provide a summary of medical providers showing the name of the patient, date(s) of treatment, charges and patient payments. <input type="checkbox"/> Provide documentation regarding the medical condition, treatment and cost for expenses not covered by insurance.

Failure to provide all requested information will delay the appeal review.  
The financial aid committee may request additional documentation, as needed to complete the appeal review.



## 2022-2023 Special Circumstances Appeal

Dependent  Independent

**Dependent Students:** If your parent(s) have experienced a change in your family's income for the periods of January 1, 2020 to December 31, 2020 or January 1, 2021 and December 31, 2021; and expect to have a reduction of 30% or more at the end of December 31, 2021, *complete this form and submit the supporting documentation for review.*

**Independent Students:** If you have experienced a change in your income for the periods of January 1, 2020 to December 31, 2020 or January 1, 2021 and December 31, 2021; and expect to have a reduction of 30% or more at the end of December 31, 2021, *complete this form and submit the supporting documentation for review.*

**DIRECTIONS:** Complete and submit all appeal documentation to the Professional Judgment Committee to the Office of Student Financial Assistance. We will make every effort to reply to your appeal within 20 business days. Replies may take longer during peak processing times. **The deadline for submission of the appeal is the 12th class day.**

**NOTE:** Submission of this appeal does not guarantee approval. Appeals that do not contain supporting documentation are considered incomplete and will not be processed.

### A. Applicant's Name and Address

Student Name (Print Last, First, Middle Initial)	Student ID or Social Security Number
Address (Street/P.O. Box, City, State, Zip Code)	Telephone number (Include Area Code)

### B. Reason for Appeal: Indicate which of the following statements describes the reason for your appeal.

#### A significant reduction in the parent's or student's income from:

- Loss of Employment     Reduction in Income     Divorce or Death  
 Legal Separation         One-Time Payment         Medical Expenses

**C. Income Information:** Appeals submitted without the proper supporting documentation will not be acted upon. If you have requested an appeal based on a reduction of income, you must *attach the appropriate documentation and return it along with this form to the Office of Student Financial Assistance:*

#### **ALL APPLICANTS MUST SUBMIT THE FOLLOWING INFORMATION.**

- Copy of Signed 2020 & 2021 IRS Tax Return Transcript or Tax Transcript – **all applicants**
  - Dependent students must submit a copy of the parent and student's IRS Tax Return or transcript.
  - 2 most recent check stubs
- Confirmation of reduction in earnings – **all applicants**
  - Copy of last check stub(s), earnings or untaxed income statement for the year the reduction occurred.
- Letter of explanation – **all applicants**

#### **CHECK AND SUBMIT ITEMS BELOW THAT MAY APPLY TO YOUR APPEAL.**

- Copy of an AFDC/ADC or SNAP (formerly TANF) statement
- Verification of social security benefits
- Copy of unemployment benefits letter with begin/end dates and benefits amount.
- Verification of severance package
- Copy of medical and/or dental *expenses not covered* by insurance, employers, or federal/state agencies
- Other \_\_\_\_\_



**LEGAL SEPARATION** – submit the following items

- Legal proof of separation and notarized statement from both parties or;
- Two notarized letters from individuals or one statement from legal representation on official letterhead **and**;
- IRS Tax Return Transcript from custodial parent whose information was used to complete the FAFSA.

Complete the information indicated below for the period you are requesting a review of the change in income. You may need to estimate to complete the information in the estimated earning and resources below, but figures should be as close to fact as possible.

**(CHECK ONE ONLY)**

- January 1, 2020 to December 31, 2020 |  January 1, 2021 to December 31, 2021

**D. ESTIMATED EARNINGS**

Type of Income	Parent(s)	Student	Type of Income	Parent (s)	Student
Wages Earned Father	\$		SNAP	\$	
Wages Earned Mother	\$		Food Stamps	\$	
SSI	\$		Child support	\$	
Social Security	\$		Workmen's Compensation	\$	
Unemployment Benefits	\$		Housing Subsidy	\$	
Severance Pay	\$		Savings	\$	
Other	\$		Other (explain in letter)	\$	
Total Income for Student and Parent (s) = \$					

**E. Student and Parent Certification**

To the best of our knowledge, the information in this appeal is true. We understand that misrepresentation of facts in connection with this appeal, whenever discovered, may be sufficient cause, in and of itself, for cancellations and repayment of financial aid. We understand that students and students' spouse (if married) federal tax returns will be used to verify the current financial aid application information, and that the student will be selected for institutional verification at Texas Southern University, in the next aid year.

**WARNING:** If you use this form to establish eligibility for federal student aid and purposely give false or misleading information, you may be fined \$10,000, sent to prison or both.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE**

<input type="checkbox"/> Appeal Approved	<input type="checkbox"/> Appeal Denied	Original EFC	Recalculated EFC
2020 AGI	2020 / 2021 AGI	CC	
2020 TX PAID	2020 / 2021 TX PAID	CE	
2020 UNTAXED	2020 / 2021 UNTAXED	M/D	
COMMENTS			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_