



2019-2020 Independent Verification Worksheet – V1

Your financial aid application has been selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. We will compare your FAFSA with the information on this institutional verification form and with any other required documents. If needed, we will make corrections to your FAFSA electronically. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to the Financial Aid Office.

Student's Last Name	First Name	Date of Birth	HNU ID#
Address	City	State	ZIP
		Phone # (include area code)	

A. Student Household Information:

List the people in your household, along with their relationship to you and their ages. For any household member attending college at least half time in a degree, certificate or diploma program between July 1, 2019 and June 30, 2020, please indicate the college attended. Attach additional pages if necessary. Member of your household include:

- You and your spouse (if married).
- Your children and your spouse's children (even if they don't live with you) if you will provide more than half of their support from July 1, 2019 through June 30, 2020. Do not include children for whom you pay child support unless you provide more than half of their support.
- Other people if they now live with you, and you (or your spouse) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Full Name	Age	Relationship to Student	Is this person attending college at least half-time in 2019-2020?	College Name
		Self	Yes	Holy Names University

Student Name _____

HNU ID# _____

B. Student 2017 Income Verification:

The best way to verify income (if you have already filed your 2017 tax return) is by using the IRS Data Retrieval Tool (IRS DRT) which is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into your FAFSA using the IRS DRT if that information was not changed. If you are unable to use the data retrieval tool, you can obtain a 2017 IRS Tax Return Transcript by going to www.irs.gov. If you did not file a tax return, you must provide a confirmation of non-filing which can be obtained from the IRS using Form 4506-T and checking box 7.

Check the box that applies to you:

<input type="checkbox"/>	I have used the IRS DRT to transfer 2017 income tax information into my FAFSA.
<input type="checkbox"/>	I have not yet used the IRS DRT, but will use the tool to transfer 2017 income tax return information in my FAFSA.
<input type="checkbox"/>	I am unable to use the IRS DRT, and instead will provide a 2017 IRS Tax Return Transcript. If the student and spouse (if married) filed separate 2017 income tax returns, a 2017 IRS Tax Return Transcript must be provided for both.
<input type="checkbox"/>	I and my spouse (if married) were not employed and had no income earned from work in 2017 and will not file a 2017 Federal Income Tax Return. You must submit an IRS Verification of Non-Filing to the Financial Aid Office for both student and spouse (if married).
<input type="checkbox"/>	I and my spouse (if married) were employed in 2017 but will not file and were not required to file a 2017 Federal Income Tax Return. You and your spouse (if married and if either one had 2017 wages) need to submit an IRS Verification of Non-Filing as well as copies of your Wage and Income Transcript form the IRS. Please list below names of all your employers and the amount earned each in 2017.

List every employer below.

Employer's Name	Amount Earned in 2017	IRS Wage & Income Transcript Attached?

C. Certification and Signatures

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

The student must sign this worksheet. If married, the spouse's signature is optional.

By signing below, I certify that all of the information reported on this worksheet is complete and correct.

Student's Signature: _____

_____ Date

Spouse's Signature (optional): _____

_____ Date