



2019-2020 Dependent Verification Worksheet – V5

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. Household Information:

List the people in your parent's 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 parent's household include:

- Yourself (the Student).
- Your parents (including stepparent) even if you do not live with them, and
 - If your biological or adoptive parents are living together but are NOT married, BOTH are required to be listed below, and BOTH should be included in your FAFSA.
- Your parent's other children even if they don't live with them, if:
 - You parents will provide more than half of their support from July 1, 2019 through June 30, 2020. Do not include children for whom your parents pay child support unless they you provide more than half of their support.
 - OR if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020 (anyone under the age of 24).
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2020. Your parents may be required to provide proof of support.

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. 2017 Student 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.
<input type="checkbox"/>	I was not employed and had no income earned from work in 2017 and will not file a 2017 Federal Income Tax Return.
<input type="checkbox"/>	I was employed in 2017 but will not file and were not required to file a 2017 Federal Income Tax Return. Please list below names of all your employers and the amount earned each in 2017. Submit a copy of your Wage and Income Transcript from the IRS which you can obtain from www.IRS.gov or by completing IRS Form 4506-T

List every employer below.

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

C. 2017 Parent Income Verification

Important Note: This section applies to parent(s) included in the household only as reported on Section A of this worksheet.

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:

Note: you need to provide documents for **both parents if both parents were listed on section A of this worksheet.**

<input type="checkbox"/>	Parent(s) used the IRS Data Retrieval Tool (DRT) to transfer 2017 income tax return information in the my FAFSA.
<input type="checkbox"/>	Parent(s) have not yet used the IRS DRT but will use the tool to transfer 2017 IRS tax return information into my FAFSA.
<input type="checkbox"/>	Parent(s) are unable to use the IRS DRT and instead will provide a 2017 IRS Tax Return Transcript. If parents filed separate 2017 Federal income tax returns, a 2017 IRS Tax Return Transcript must be provided for both.
<input type="checkbox"/>	Parent(s) were not employed and had no income earned from work in 2017 and will not file a 2017 Federal income tax return. Parent(s) need to attach an IRS Verification of Non-Filing to this worksheet before submitting to the Financial Aid Office.
<input type="checkbox"/>	Parent(s) were employed in 2017 but will not file and were not required to file a 2017 Federal income tax return. Parent(s) need to attach an IRS Verification of Non-Filing and IRS Wage and Income transcript to this worksheet before submitting to the Financial Aid Office. Both can be obtained from www.IRS.gov or by completing IRS form 4506-T

Student Name

HNU ID#

List every employer below.

Employer's Name	Amount Earned for 2017	IRS Wage and Income Transcript attached?

D. 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 and parent must sign this worksheet.

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

Student's Signature:

Date

Parent's Signature:

Date

Student's Last Name_____
First Name_____
HNU ID#

High School Completion Status

On your Free Application for Federal Student Aid (FAFSA) you indicated your high school completion status. You have been selected for verification of this information. If you will complete or have completed high school or its equivalent (e.g. GED) before 2019-2020 school year, you must confirm and provide any documentation requested.

Check the box that applies:

<input type="checkbox"/>	Graduated with a high school diploma (you must provide copy of HS diploma or transcript)
<input type="checkbox"/>	High School Name:
<input type="checkbox"/>	High School City/State:
<input type="checkbox"/>	Graduated with a General Education Development (GED)
<input type="checkbox"/>	Graduated from Home School Program
<input type="checkbox"/>	Other-please specify:
<input type="checkbox"/>	I have not completed any of the above graduation requirements

I certify that:

- 1. I have read this entire form and understand the information it contains**
- 2. The information I have provided here is true, complete and accurate to the best of my knowledge, and**
- 3. I have attached documentation if required to do so.**

Student Signature_____
Date

Provide one of the following documents to indicate the student's high school completion status at the time the student will be in college in 2019-2020:

HIGH SCHOOL DIPLOMA

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded

GED

- A copy of the student's General Educational Development (GED) certificate or GED transcript.

ASSOCIATE / TRANSFER DEGREE EARNED

- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable to full credits toward a bachelor's degree.

HOME SCHOOL

- If state law requires a homeschooled student to obtain a secondary school completion credential from home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.