



2019-2020 Independent 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. 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

Student's Last Name

First Name

HNU ID#

You (student) must appear in person at the Financial Aid Office to verify your identity by presenting a valid, un-expired government issued photo identification (ID), such as but not limited to driver's license, other state issued ID or passport. Holy Names University must maintain a copy of your photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect your ID.

In addition, you must sign in the presence of the institutional official the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Holy Names University for 2019-2020.
(Print Student's Name)

Student's Signature

Date

For Holy Names University Financial Aid Office Use Only:

On _____, before me, _____
(Date) (Official's Name)

The above student personally appeared and provided to me satisfactory evidence of identification.

(Type of government-issued photo ID provided)

(ID #)

(Official Name)

(Official Signature)

NOTE: It is unlawful to photocopy Military ID. Therefore it may not be used for this purpose.

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 to you:

<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 SHOOOL 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 competed 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.