



# 2019-2020 Dependent 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. 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](http://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 <a href="http://www.IRS.gov">www.IRS.gov</a> 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](http://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 <a href="http://www.IRS.gov">www.IRS.gov</a> 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

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**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

Note: Do not mail this worksheet to the Department of Education. Submit this worksheet to HNU Financial Aid Office. You should make a copy of this worksheet for your records.