



## 2017-2018 DEPENDENT VERIFICATION WORKSHEET VI - STANDARD VERIFICATION GROUP

We've reviewed your 2017–2018 Free Application for Federal Student Aid (FAFSA) and your application was selected for a review process called **“verification”**. The law states that before awarding Federal Student Aid, we must confirm the information you reported on your FAFSA.

To verify that you provided correct information the Humphreys University Financial Aid Department must compare your FAFSA with the information provided on this worksheet and with any other required documents. If there are differences found during our review, your FAFSA information may need to be corrected. You must complete and sign this worksheet.

### NOTICE ABOUT INCOME VERIFICATION

Income information for tax filers must match with data on file with the IRS.

Availability of information for the IRS Data Retrieval Tool or IRS Tax Return Transcripts can take up to 2 weeks when filing taxes electronically and up to 8 weeks following paper tax filing.

Authority to request and review information for Federal Student Aid is provided under the financial program rules (34 CFR, Part 668).

### Section A. Student Information

**Check One:**  New/Returning New Student  Continuing Student

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Permanent Mailing Address (include apt. no.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_(\_\_\_\_\_) \_\_\_\_\_ Check one:  Home  Cell  
Day Time Phone Number

H U O \_\_\_\_\_

SID#  
XXX - XX- \_\_\_\_\_

Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_(\_\_\_\_\_) \_\_\_\_\_  
Alternate Phone Number

### Section B. Family Household Information

**On page 2, list your parent(s) household members:**

1. Include **yourself**
2. Include **your parent(s)**
  - o If your parents are divorced, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided more than half of you support during the last 12 months.
  - o If your parent is remarried, include step-parent.
  - o If your parents are unmarried but living together, list Parent #1 and Parent #2.
3. Include **your Parent(s)' children**, if your parents provide more than half of their support between July 1, 2017 and June 30, 2018 or if the children would be required to provide parental information if they were completing a 2017/18 FAFSA. FOR FSA PURPOSES, FOSTER CHILDREN ARE NOT CONSIDERED CHILDREN OF THE FOSTER PARENTS AND ARE NOT COUNTED IN THE HOUSEHOLD SIZE. Therefore, foster care payments, which typically cover the costs of foster children, are not reported.
4. Include **other dependents**, if they now live with your parent(s) and your parent(s) will continue to provide more than half of their support through June 30, 2018.

#### Age

Write the age of each family member in the chart below

#### Relationship

Write the relationship of each family member to the student in the chart below.

#### College

Add the name of the college for any household members (excluding parents) who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017, and June 30, 2018.

List each family member in your parent(s)' household size in the chart below.

No	Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
01			Self	Humphreys University	Yes
02					
03					
04					
05					
06					
07					
08					

### Section C. Student Income Information

#### 1. Student Income From Work in 2015 (check only one)

<input type="checkbox"/>	<b>I was not employed and did not have any income from work in 2015.</b>				
<input type="checkbox"/>	<b>I worked in 2015.</b> <ul style="list-style-type: none"> <li>✓ Attach copies of all 2015 W2 and 1099 forms. If you had business Income/Partnership/Farm Income – attach a signed copy of your: <u>2015 IRS Form 1040</u>, <u>Schedule C</u>, <u>Schedule C-EZ</u>, <u>Schedule E</u>, <u>Schedule K-1</u>, and/or <u>Schedule F</u>.</li> <li>✓ List below all employer(s) in the chart below, even you were not issued a W-2 form.</li> </ul>				
	Employer Name	W2 issued?	Wage amount in Box 1	Report amounts in boxes 12a, 12b, 12c, 12d, codes D, E, F, G, H,S. Do not include code DD.	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		Code:	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		Code:	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		Code:	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		Code:	\$
	If no W2 was issued for any earnings received, explain why: _____ _____ _____ _____ _____				

**2. Student Federal Income Tax Return and Income Information in 2015** (*check only one option*)

✓	If You:	You Must:
<input type="checkbox"/>	<p><b>USED</b> the IRS Data Retrieval Tool to transfer 2015 tax data to the FAFSA and made no changes to the information after uploaded. <i>This option was only available to students who completed the FAFSA before March 10, 2017; the IRS has since disabled the Data Retrieval Tool.</i></p>	<p>✓ Complete this Verification Worksheet and return it to our office. You do not need to provide a copy of your IRS Tax Return Transcript at this time.</p>
<input type="checkbox"/>	<p><b>DID NOT</b> (or could not) transfer 2015 income information to the FAFSA using the IRS Data Retrieval Tool.</p>	<p>✓ Complete this Verification Worksheet and return it to our office.                  ✓ Attach a copy of your 2015 IRS Tax Return Transcript. <i>If you have unusual circumstances preventing you from obtaining an IRS transcript, please inform the Financial Aid Office to assess your situation.</i></p>
<input type="checkbox"/>	<p><b>WORKED</b>, but filed an Amended IRS Income Tax Return, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return.</p>	<p>✓ Complete this Verification Worksheet and return it to our office.                  ✓ Please refer to the <u>Verification of 2015 Income Information for Individuals with Unusual Circumstances</u> on the back of this form to submit the required documents.</p>
<input type="checkbox"/>	<p><b>I HAVE NOT</b> yet submitted a signed copy of my 2015 Tax Transcript to the Financial Aid Office, but I understand that verification cannot be completed until this information is received.</p>	<p>✓ Complete this Verification Worksheet and return it to our office.                  ✓ Attach a copy of your Parent(s) 2015 IRS Tax Return Transcript. <i>If you have unusual circumstances preventing you from obtaining an IRS transcript, please inform the Financial Aid Office to assess your situation.</i></p>
<input type="checkbox"/>	<p><b>WORKED</b>, but <b>NOT REQUIRED</b> to file a 2015 Federal Tax Return</p> <p>Explain in details why you are NOT REQUIRED to file:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>✓ Complete this Verification Worksheet and return it to our office.</p>
<input type="checkbox"/>	<p><b>DID NOT WORK</b> and <b>NOT REQUIRED</b> to file a 2015 Federal Tax Return</p> <p>Explain in details why you are NOT REQUIRED to file:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>✓ Complete this Verification Worksheet and return it to our office.</p>

## Section D. Parent(s) Income Information

### 1. Parent(s) Income From Work in 2015 (check only one)

<input type="checkbox"/>	<b>My parent(s) was not employed and did not have any income from work in 2015.</b>  Please explain in detail your parent's living arrangements and how their household basic needs were met in 2015. Attach a separate sheet if needed.  _____  _____  _____  _____				
<input type="checkbox"/>	<b>My parent(s) worked in 2015.</b> ✓ Attach copies of all 2015 W2 and 1099 forms. If your parent(s) had business Income/Partnership/Farm Income – attach a signed copy of your: <u>2015 IRS Form 1040</u> , <u>Schedule C</u> , <u>Schedule C-EZ</u> , <u>Schedule E</u> , <u>Schedule K-1</u> , and/or <u>Schedule F</u> . ✓ List below all employer(s) in the chart below, even if the employer did not issue a W-2.				
	Employer Name	W2 issued?	Parent 1 or Parent 2	Wage amount in Box 1	Report amounts in boxes 12a, 12b, 12c, 12d, codes D, E, F, G, H,S. Do not include code DD.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2		Code:      \$
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2		Code:      \$
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2		Code:      \$
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2		Code:      \$
	If no W2 form was issued for any earnings received, please explain why:  _____  _____  _____  _____				

### 2. Parent(s) Federal Income Tax Return and Income Information in 2015 (check only one option)

<input checked="" type="checkbox"/>	<b>If Your Parent(s):</b>	<b>Your Parent Must:</b>
<input type="checkbox"/>	<b>USED</b> the IRS Data Retrieval Tool to transfer 2015 tax data to the FAFSA and made no changes to the information after uploaded. <i>This option was only available to students who completed the FAFSA before March 10, 2017; the IRS has since disabled the Data Retrieval Tool.</i>	✓ Complete this Verification Worksheet and return it to our office. You do not need to provide a copy of your parent(s) IRS Tax Return Transcript at this time.
<input type="checkbox"/>	<b>DID NOT</b> (or could not) transfer 2015 income information to the FAFSA using the IRS Data Retrieval Tool.	✓ Complete this Verification Worksheet and return it to our office. ✓ Attach a copy of your Parent(s) 2015 IRS Tax Return Transcript. <i>If you have unusual circumstances preventing you from obtaining an IRS transcript, please inform the Financial Aid Office to assess your situation.</i>

<input type="checkbox"/>	<b>WORKED</b> , but filed an Amended IRS Income Tax Return, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return.	<input checked="" type="checkbox"/> Complete this Verification Worksheet and return it to our office. <input checked="" type="checkbox"/> Please refer to the <u>Verification of 2015 Income Information for Individuals with Unusual Circumstances</u> on the back of this form to submit the required documents.
<input type="checkbox"/>	<b>I HAVE NOT</b> yet submitted a signed copy of my 2015 Tax Transcript to the Financial Aid Office, but I understand that verification cannot be completed until this information is received.	<input checked="" type="checkbox"/> Complete this Verification Worksheet and return it to our office. <input checked="" type="checkbox"/> Attach a copy of your Parent(s) 2015 IRS Tax Return Transcript. <i>If you have unusual circumstances preventing you from obtaining an IRS transcript, please inform the Financial Aid Office to assess your situation.</i>
<input type="checkbox"/>	<b>WORKED</b> , but <b>NOT REQUIRED</b> to file a 2015 Federal Tax Return  Explain why your parent(s) is NOT REQUIRED to file:  <hr/> <hr/> <hr/> <hr/> <hr/>	<input checked="" type="checkbox"/> Complete this Verification Worksheet and return it to our office.
<input type="checkbox"/>	<b>DID NOT WORK and NOT REQUIRED</b> to file a 2015 Federal Tax Return  Explain in details why your parent(s) is NOT REQUIRED to file:  <hr/> <hr/> <hr/> <hr/> <hr/>	<input checked="" type="checkbox"/> Complete this Verification Worksheet and return it to our office.

### Section E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

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

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

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## Verification of 2015 Income Information for Individuals with Unusual Circumstances Individuals Granted a Filing Extension by the IRS

IFAP Electronic Announcement: 2017-2018 Verification Suggested Text Package

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An individual who is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2015;
- A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2016;
- A copy of IRS Form W–2 for each source of employment income received for tax year 2015 and,
- If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.

### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A **2015 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

### Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

### Individuals Who Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.