Humphreys University
EST. 1896

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2017-2018 INDEPENDENT VERIFICATION WORKSHEET
V1 - STANDARD VERIFICATION GROUP

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).

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.

Section A. Student Information

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

H U 0 ☐☐☐☐☐☐

____
Last Name First Name M.I.

SID#

XXX - XX- ☐☐☐☐

____
Permanent Mailing Address (include apt. no.)

Social Security Number

____
City State Zip Code

______/______/______
Date of Birth

__(______)_________-__________ Check one: ☐ Home ☐ Cell
Day Time Phone Number

__(______)_________-__________
Alternate Phone Number

Section B. Family Household Information

On page 2, list your household members.

1. Include **yourself and your spouse (if married/remarried)**
2. Include **yourself and your spouse (if married/remarried) children** if (a) you or spouse will provide more than half of the children's support from July 1, 2017, through June 30, 2018, or (b) the child would be required to provide your information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards even if they do not live with you. **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.
3. Include **other dependents**, if they now live with you and you 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 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)*

☐ **I was not employed and did not have any income from work in 2015.**

Please explain in detail your living arrangements and how your household basic needs were met in 2015. Attach a separate sheet if needed.

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☐ **I worked in 2015.**

- ✓ Attach copies of all 2015 W2 and 1099 forms. If you had business Income/Partnership/Farm Income – attach a signed copy of your: 2015 IRS Form 1040, Schedule C, Schedule C-EZ, Schedule E, Schedule K-1, and/or Schedule F.
- ✓ List below all employer(s) in the chart below, even you were not issued a W-2 form.

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.	
	□ Yes □ No		Code:	$
	□ Yes □ No		Code:	$
	□ Yes □ No		Code:	$
	□ Yes □ No		Code:	$

If no W2 form was issued for any earning received, please explain why:

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

√	If You:	You Must:
☐	**USED** the IRS Data Retrieval Tool to transfer 2015 tax data to the FAFSA and made no changes to the information after uploaded. *This option was only available to students who completed the FAFSA before March 10, 2017; the IRS has since disabled the Data Retrieval Tool.*	✓ 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.
☐	**DID NOT** (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 2015 IRS Tax Return Transcript. *If you have unusual circumstances preventing you from obtaining an IRS transcript, please inform the Financial Aid Office to assess your situation.*
☐	**WORKED**, but filed an Amended IRS Income Tax Return, I was a victim of IRS Identity theft, or filed a Non-IRS Income Tax Return.	✓ Complete this Verification Worksheet and return it to our office. ✓ Please refer to the Verification of 2015 Income Information for Individuals with Unusual Circumstances on the back of this form to submit the required documents.
☐	**I HAVE NOT** 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.	✓ Complete this Verification Worksheet and return it to our office. ✓ Attach a copy of your 2015 IRS Tax Return Transcript. *If you have unusual circumstances preventing you from obtaining an IRS transcript, please inform the Financial Aid Office to assess your situation.*
☐	**WORKED**, but **NOT REQUIRED** to file a 2015 Federal Tax Return	✓ Complete this Verification Worksheet and return it to our office.
	Explain in details why you are NOT REQUIRED to file: ____ ____ ____ ____ ____	
☐	**DID NOT WORK** and **NOT REQUIRED** to file a 2015 Federal Tax Return	✓ Complete this Verification Worksheet and return it to our office.
	Explain in details why you are NOT REQUIRED to file: ____ ____ ____ ____ ____	

Section D. Spouse Income Information (if married/remarried)

1. Spouse Income From Work in 2015 *(check only one)*

☐ **My spouse was not employed and did not have any income from work in 2015.**

Please explain in detail your living arrangements and how your household basic needs were met in 2015. Attach a separate sheet if needed.

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☐ **My spouse worked in 2015.**

- ✓ Attach copies of all 2015 W2 and 1099 forms. If your spouse had business Income/Partnership/Farm Income – attach a signed copy of your: 2015 IRS Form 1040, Schedule C, Schedule C-EZ, Schedule E, Schedule K-1, and/or Schedule F.
- ✓ List below all employer(s) in the chart below, even if the employer did not issue a W-2.

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.	
	□ Yes □ No		Code:	$
	□ Yes □ No		Code:	$
	□ Yes □ No		Code:	$

If no W2 form was issued for any earnings received, please explain why:

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

✓	If Your Spouse:	Your Spouse Must:
☐	**USED** the IRS Data Retrieval Tool to transfer 2015 tax data to the FAFSA and made no changes to the information after uploaded. *This option was only available to students who completed the FAFSA before March 10, 2017; the IRS has since disabled the Data Retrieval Tool.*	✓ Complete this Verification Worksheet and return it to our office. You do not need to provide a copy of your spouse's IRS Tax Return Transcript at this time.
☐	**DID NOT** (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 spouse's 2015 IRS Tax Return Transcript. *If you have unusual circumstances preventing you from obtaining an IRS transcript, please inform the Financial Aid Office to assess your situation.*

☐	**WORKED**, but filed an Amended IRS Income Tax Return, I was a victim of IRS Identity theft, or filed a Non-IRS Income Tax Return.	✓ Complete this Verification Worksheet and return it to our office. ✓ Please refer to the Verification of 2015 Income Information for Individuals with Unusual Circumstances on the back of this form to submit the required documents.
☐	**I HAVE NOT** 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.	✓ Complete this Verification Worksheet and return it to our office. ✓ Attach a copy of your 2015 IRS Tax Return Transcript. *If you have unusual circumstances preventing you from obtaining an IRS transcript, please inform the Financial Aid Office to assess your situation.*
☐	**WORKED**, but **NOT REQUIRED** to file a 2015 Federal Tax Return	✓ Complete this Verification Worksheet and return it to our office.
	Explain in details why your spouse is NOT REQUIRED to file: ____ ____ ____ ____ ____	
☐	**DID NOT WORK** and **NOT REQUIRED** to file a 2015 Federal Tax Return	✓ Complete this Verification Worksheet and return it to our office.
	Explain in details why your spouse is NOT REQUIRED to file: ____ ____ ____ ____ ____	

Section E. Certification and Signature

By signing below certifies that all of the information reported is complete and correct.

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

▶ ____
Student Signature .

____
Date

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

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.