



## 2017-2018 DEPENDENT VERIFICATION WORKSHEET V5 – AGGREGATE 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"/>	<p><b>I worked in 2015.</b></p> <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 all employer(s) in the chart below, even if the employer did not issue a W2 form.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Employer Name</th> <th style="width: 10%;">W2 issued?</th> <th style="width: 15%;">Wage amount in Box 1</th> <th colspan="2" style="width: 30%;">Report amounts in boxes 12a, 12b, 12c, 12d, codes D, E, F, G, H, S. Do not include code DD.</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td style="width: 15%;">Code:</td> <td style="width: 15%;">\$</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td>Code:</td> <td>\$</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td>Code:</td> <td>\$</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td>Code:</td> <td>\$</td> </tr> </tbody> </table> <p>If no W2 form was issued for any earnings received, please explain why:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	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:	\$
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:	\$																						



**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 you 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 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>✓ Complete this Verification Worksheet and return it to our office.</p>
<p>Explain in details why you are NOT REQUIRED to file:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<input type="checkbox"/>	<p><b>DID NOT WORK</b> and <b>NOT REQUIRED</b> to file a 2015 Federal Tax Return</p>	<p>✓ Complete this Verification Worksheet and return it to our office.</p>
<p>Explain in details why you are NOT REQUIRED to file:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		



**Section D. Parent(s) Income Information**

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

<input type="checkbox"/>	<p><b>My parent(s) was not employed and did not have any income from work in 2015.</b></p> <p>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.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					
<input type="checkbox"/>	<p><b>My parent(s) worked in 2015.</b></p> <ul style="list-style-type: none"> <li>✓ 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>.</li> <li>✓ List all employer(s) in the chart below, even if the employer did not issue a W2 form.</li> </ul>					
	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.	
		□ Yes □ No	□ 1 □ 2		Code:	\$
		□ Yes □ No	□ 1 □ 2		Code:	\$
		□ Yes □ No	□ 1 □ 2		Code:	\$
		□ Yes □ No	□ 1 □ 2		Code:	\$
	<p>If no W2 form was issued for any earnings received, please explain why:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					



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

✓	If Your Parent(s):	Your Parent Must:
<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>	<ul style="list-style-type: none"> <li>✓ 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.</li> </ul>
<input type="checkbox"/>	<b>DID NOT</b> (or could not) transfer 2015 income information to the FAFSA using the IRS Data Retrieval Tool.	<ul style="list-style-type: none"> <li>✓ Complete this Verification Worksheet and return it to our office.</li> <li>✓ 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></li> </ul>
<input type="checkbox"/>	<b>WORKED</b> , but filed an Amended IRS Income Tax Return, I was a victim of IRS Identity theft, or filed a Non-IRS Income Tax Return.	<ul style="list-style-type: none"> <li>✓ Complete this Verification Worksheet and return it to our office.</li> <li>✓ Please refer to the <a href="#">Verification of 2015 Income Information for Individuals with Unusual Circumstances</a> on the back of this form to submit the required documents.</li> </ul>
<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.	<ul style="list-style-type: none"> <li>✓ Complete this Verification Worksheet and return it to our office.</li> <li>✓ 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></li> </ul>
<input type="checkbox"/>	<b>WORKED</b> , but <b>NOT REQUIRED</b> to file a 2015 Federal Tax Return	<ul style="list-style-type: none"> <li>✓ Complete this Verification Worksheet and return it to our office.</li> </ul>
<p style="margin-left: 40px;">Explain in details why you are NOT REQUIRED to file:</p> <hr style="margin-left: 40px;"/> <hr style="margin-left: 40px;"/> <hr style="margin-left: 40px;"/> <hr style="margin-left: 40px;"/>		
<input type="checkbox"/>	<b>DID NOT WORK</b> and <b>NOT REQUIRED</b> to file a 2015 Federal Tax Return	<ul style="list-style-type: none"> <li>✓ Complete this Verification Worksheet and return it to our office.</li> </ul>
<p style="margin-left: 40px;">Explain in details why you are NOT REQUIRED to file:</p> <hr style="margin-left: 40px;"/> <hr style="margin-left: 40px;"/> <hr style="margin-left: 40px;"/> <hr style="margin-left: 40px;"/>		



## Section E. Student High School Completion Status

### 1. Have you provided official high school completion or the equivalent to the Humphreys University Registrar?

**Check Only One**

<input type="checkbox"/>	I <b>HAVE</b> previously submitted proof of official high school completion or the equivalent to the Humphreys University Registrar Office, Room 10.
<input type="checkbox"/>	I <b>HAVE NOT</b> submitted proof of official high school completion or the equivalent and will submit this information to the Humphreys University Registrar by: _____/_____/_____ (enter date).

### 2. Please check which of the following high school completion is either on file or being submitted to the Humphreys University Registrar.

**Check Only One**

<input type="checkbox"/>	Official high school transcript that shows the date when the diploma was awarded.
<input type="checkbox"/>	Official certificate or transcript that shows you passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
<input type="checkbox"/>	Official academic transcript of 60 semester or 90 quarter units at the baccalaureate level.
<input type="checkbox"/>	For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document acceptable by the Humphreys University Registrar. Credential for homeschooled in the state of _____ that requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent).
<input type="checkbox"/>	Credential for homeschooled in the state of _____ that does not require the student to obtain a secondary school completion credential for homeschooling (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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

Please note, your Financial Aid will not be processed until the Financial Aid Department can confirm you completed high school or its equivalent by when you begin college for the 2017-18 award year.



**Section F. Student Identity and Statement of Educational Purpose**

**IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE  
(ENGLISH)**

**Identity and Statement of Educational Purpose  
(To Be Signed at the Institution)**

The student must appear in person at Humphreys University Financial Aid Office to  
(Name of Postsecondary Educational Institution)

verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Humphreys University Financial Aid Office  
(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing  
(Print Student's Name)

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

Humphreys University for 2017 - 2018.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

**For Financial Aid to Complete:**

The student has signed this form in my presence and the student has presented a unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport to verify his or her identity. I have made a copy of this document, annotated the identification with the student's ID, date it was received, and attached the documentation to this form.

Financial Aid Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Financial Aid Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (SPANISH)

## Verificación de Identidad y Declaración de Propósito Educativo (Para ser firmadas en la institución)

El estudiante debe comparecer en persona en Humphreys University Financial Aid Office para  
(Nombre de la institución educativa postsecundaria)

verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

## Verificación de Identidad y Declaración de Propósito Educativo (Para ser firmadas en la presencia de un notario)

Si el estudiante no es capaz de comparecer en persona en Humphreys University Financial Aid Office  
(Nombre de la institución educativa postsecundaria)

para verificar su identidad, el mismo debe proporcionar a la institución:

- (a) una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y
- (b) la Declaración de Propósito Educativo original proporcionada a continuación debe ser notarizada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notarizado.

## Declaración de Propósito Educativo

Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta  
[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a Humphreys University para 2017–2018.  
[Imprimir nombre de institución educativa postsecundaria]

\_\_\_\_\_  
[Firma del estudiante]

\_\_\_\_\_  
[Fecha]

\_\_\_\_\_  
[Número de identificación del estudiante]

### For Financial Aid to Complete:

The student has signed this form in my presence and the student has presented a n unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport to verify his or her identity. I have made a copy of this document, annotated the identification with the student's ID, date it was received, and attached the documentation to this form.

Financial Aid Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Financial Aid Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





# NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)



## Section G. Certification and Signature(s)

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 (required for dependent student)

\_\_\_\_\_

Date

