

# HILBERT COLLEGE

## 2018 - 2019 Verification Worksheet Independent Student

Your 2018 - 2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A.) STUDENT'S INFORMATION

Last Name	First Name	M.I.	Hilbert I.D. Number
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Home Phone Number (include area code)			Cell Phone Number

### B.) STUDENT'S FAMILY INFORMATION

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the child would be required to provide your information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with your name and Hilbert Student I.D. at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	28	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**C.) INCOME and TAX INFORMATION**

- 1. **How to use the IRS Data Retrieval Tool:** The easiest way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) in the FAFSA. Go to [fafsa.ed.gov](http://fafsa.ed.gov) and log in using your FSA ID and password ([fsaid.ed.gov](http://fsaid.ed.gov)). Navigate to the financial sections of the FAFSA and follow prompts to IRS Data Retrieval Tool. If you are married and filed separately, you must order tax return transcripts.
- 2. **How to obtain a Tax Return Transcript:** Go to [irs.gov](http://irs.gov), under "Tools" select "Get a tax transcript." You will have a choice to "Get Transcript Online" or "Get Transcript by Mail." Make sure to order tax return transcripts and not tax account transcripts.
- 3. **How to obtain a Verification of Non-filing:** Go to [finaid.hilbert.edu](http://finaid.hilbert.edu) and log in with your Student ID and password and print out 2016 IRS Proof of Non-Filing 4506-T. Complete sections 1-5 and check Box 7 and provide signatures. A form must be completed for each non-filer. Fax or mail form to the applicable number or address listed on the 4506-T form.  
**Important Note:** If the student filed an amended or an extension for 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

<b>STUDENT</b>	
<b>Did you file a 2016 Federal Income Tax Return?</b> You <b>must</b> check one box below.	
<input type="checkbox"/>	<b>YES</b> I have used the IRS Data Retrieval Tool to transfer my 2016 income information to the FAFSA.
<input type="checkbox"/>	<b>YES</b> I have enclosed a copy of my 2016 IRS tax return transcript.
<input type="checkbox"/>	<b>NO</b> I did not earn any income from wages in 2016.
<input type="checkbox"/>	<b>NO</b> I did not file a 2016 Federal Income Tax Return. I have listed below the sources and amounts of any earned income received in 2016 and enclosed copies of the W-2 form(s).
Employer: _____	Amount: \$ _____
Employer: _____	Amount: \$ _____
Employer: _____	Amount: \$ _____

**D.) CERTIFICATION and SIGNATURES**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

*Submit this worksheet to the financial aid administrator at your school.  
You should make a copy of this worksheet for your records.*