

# HILBERT COLLEGE

## 2019 - 2020 Verification Worksheet Dependent Student

Your 2019 - 2020 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 Student Finance Office 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 to the Student Finance Office. You may be asked for additional information. If you have questions about verification, contact The Student Finance Office 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 parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Include the name of the college for any household member, excluding your parent(s), 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, 2019, and June 30, 2020. *If more space is needed, attach a separate page with the student's 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>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**C.) INCOME and TAX INFORMATION**

STUDENT	PARENT
<p><b>Did you file a 2017 Federal Income Tax Return?</b> You <b>must</b> check one box below.</p> <p><input type="checkbox"/> <b>YES</b> I have used the IRS Data Retrieval Tool to transfer my 2017 income information to the FAFSA.</p> <p><input type="checkbox"/> <b>YES</b> I have enclosed a copy of my 2017 IRS tax return transcript or a signed copy of my 2017 IRS tax return.</p> <p><input type="checkbox"/> <b>NO</b> I did not earn any income from wages in 2017.</p> <p><input type="checkbox"/> <b>NO</b> I did not file a 2017 Federal Income Tax Return. I have listed below the sources and amounts of any earned income received in 2017 and enclosed copies of the W-2 form(s).</p> <p>Employer(s): _____ Amount(s): _____</p>	<p><b>Did you file a 2017 Federal Income Tax Return?</b> You <b>must</b> check one box below.</p> <p><input type="checkbox"/> <b>YES</b> I have used the IRS Data Retrieval Tool to transfer my 2017 income information to the FAFSA.</p> <p><input type="checkbox"/> <b>YES</b> I have enclosed a copy of my 2017 IRS tax return transcript or a signed copy of my 2017 IRS tax return..</p> <p><input type="checkbox"/> <b>NO</b> I did not earn any income from wages in 2017. I have included a signed statement of how my household was supported in 2017.</p> <p><input type="checkbox"/> <b>NO</b> I did not file a 2017 Federal Income Tax Return. I have listed below the sources and amounts of any earned income received in 2017 and enclosed copies of the W-2 form(s). I have included a verification of non-filing from the IRS.</p> <p>Employer(s): _____ Amount(s): _____</p>

- 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 the student’s 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 parents are married and filed separately, parents must order tax return transcripts.
- 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. If parents filed separately, both tax return transcripts must be ordered.
- How to obtain a Verification of Non-filing:** Go to [finaid.hilbert.edu](http://finaid.hilbert.edu) and have the student log in with their Student ID and password and print out 2017 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. If the IRS is unable to provide the non-filing status letter, contact the Student Finance Office to obtain the Verification of Non-Filing form.

**Important Note:** If the student or parent filed an amended or an extension for 2017 IRS tax return, the student must contact the Student Finance Office before completing this section.

**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, sentenced to jail, or both.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Do not submit this worksheet to the U.S. Department of Education. You should make a copy of this form for your records.*