HILBERTCOLLEGE

2021-2022 Verification Worksheet
Independent Student

Your 2021-2022 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 spouse (if applicable) 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 your spouse (if applicable) 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 possible so that your financial aid will not be delayed.

A.) STUDENT'S INFORMATION

Students Name: _____   **Hilbert ID #:** _____

Street Address: _____   **Date of Birth:** _____

City, State, Zip: _____   **Home Phone #:** _____

Email Address: _____   **Cell Phone #:** _____

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, 2021, through June 30, 2022, or if the child would be required to provide your information if they were completing a FAFSA for 2021-2022. 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, 2022..

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, 2021, and June 30, 2022.. *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
Missy Jones (example)	*28*	*Wife*	*Central University*	*Yes*
		Self		

Student Finance Office
Franciscan Hall First Floor
5200 South Park Avenue, Hamburg, NY 14075
Phone: (716) 926-8944 Fax: (716) 649-1152 financialaid@hilbert.edu

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C.) INCOME and TAX INFORMATION

STUDENT

Did you file a 2019 Federal Income Tax Return?
You **must** check one box below.

☐ **YES** I have used the IRS Data Retrieval Tool to transfer my 2019 income information to the FAFSA.

☐ **YES** I have enclosed a copy of my 2019 IRS tax return transcript or a signed copy of my 2019 IRS tax return.

☐ **NO** I did not earn any income from wages in 2019. I have included a signed statement of how my household was supported in 2019.

☐ **NO** I did not file a 2019 Federal Income Tax Return. I have listed below the sources and amounts of any earned income received in 2019 and enclosed copies of the W-2 form(s). I have included a verification of Non-filing from the IRS.

Employer(s): _____

Amount(s): _____

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 and log in using your FSA ID and password (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 <u>Return</u> Transcript:** Go to 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 and log in with your Student ID and password and print out 2019 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 on Non-Filing form.
Important Note: If the student filed an <u>amended</u> or an extension for 2019 IRS tax return, the student must contact the financial aid administrator 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.

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

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

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