

# 2019-20 Verification Worksheet

Your FAFSA was selected for a review process called verification. In the process, the campus will be comparing information from your FAFSA with your Federal tax information, W-2 forms and/or other financial documents. The federal law states that the campus must ask for this information before awarding financial aid. If there are differences between your FAFSA information and your financial documents, corrections will be made to your FAFSA and your information will be reprocessed. You must complete, sign and submit this worksheet along with any documents requested below no later than 30 days prior to the last date of the semester. We cannot continue processing your financial aid application until verification is completed.

## A. STUDENT INFORMATION

_____	_____	_____	_____
Last Name	First Name	M.I.	UH ID Number
_____	_____		
Phone Number	Date of Birth		

### FAMILY INFORMATION

**DEPENDENT STUDENTS:** You are considered a Dependent student if you were required to provide your parent's information on your FAFSA. Complete sections A, B, C, and D. (NOTE: If your parents are divorced or separated, list the family members of the parent you lived with more during the past 12 months or provided more financial support to you during the last 12 months.)

- yourself,
- your parent(s); including stepparent, and
- your parents' other children, if (a) your parents provide more than half of their support from July 1, 2019 through June 30, 2020, or (b) the children would be required to provide parental information when applying for Federal student aid, and
- other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020

**INDEPENDENT STUDENTS:** You are considered an Independent student if you were not required to provide your parent's information on your FAFSA. Complete sections A, B, and D.

- yourself,
- your spouse, if married,
- your children, if you provide more than half of their support from July 1, 2019 through June 30, 2020, and
- 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 from July 1, 2019 to June 30, 2020

Write the names of family members in your or in your parents' household according to the instructions above (if applicable). Also write the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree, diploma, or certificate program. Attach a separate sheet if more space is needed.

Full Name	Age	Relationship	College
		Self	

## B. STUDENT'S (AND SPOUSE'S) TAX AND INCOME INFORMATION

### 1. TAX RETURN FILERS – COMPLETE THIS SECTION IF YOU FILED A TAX RETURN OR RECEIVED A WAGE & TAX STATEMENT FROM ONE OF THE FREELY ASSOCIATED STATES.

- Student (and spouse) filed a 2017 Federal Tax Return and either used the IRS Data Retrieval Tool or will be using the IRS Data Retrieval Tool to transfer IRS information to the FAFSA.
- Student (and spouse) filed a 2017 Federal Tax Return but unable or chose not to use the IRS Data Retrieval Tool in FAFSA and have attached; or will submit separately, a 2017 Federal Tax Return Transcript.
- Student (and spouse) filed a 2017 tax document with either a U.S. Territory (Guam, American Samoa, U.S. Virgin Islands) or Commonwealth (Puerto Rico and the Northern Mariana Islands) and have attached a 2017 transcript that was obtained at no cost from the relevant taxing authority **OR** a copy of my signed tax document with proof of fees charged for an official transcript.
- Student (and spouse) completed a 2017 foreign tax return or received a wage and tax statement from one of the Freely Associated States (Federated States of Micronesia, Palau, and the Marshall Islands) and have attached a signed copy.

The University is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran. UH Title IX Coordinators' names and contact information are available at: <https://www.hawaii.edu/titleix/help/coordinator/> and UH 504 Coordinators' names and contact information are available at: <https://www.hawaii.edu/offices/eo/ada-504-coordinators/>

**UH HILO, UH WEST O'AHU AND UH MĀNOA STUDENTS NEED TO CONTACT THEIR FINANCIAL AID OFFICE FOR CAMPUS SPECIFIC FORMS.**

STUDENT NAME: \_\_\_\_\_ UH ID#/USERNAME: \_\_\_\_\_

**2. NON-TAX FILERS— COMPLETE THIS SECTION IF YOU (AND SPOUSE) DID NOT FILE AND WERE NOT REQUIRED TO FILE A TAX RETURN WITH THE APPROPRIATE TAXING AUTHORITY. (IRS Form 4506-T can be used to request the required document from the U.S. taxing authority)**

If you (and/or spouse) did not file and/or are not required to file a 2017 Tax Return, list below your employer(s) and any income earned from work in 2017. If you (and/or spouse) had no income earned from work for 2017, enter “0”. W-2/Wage Statement(s); if income was earned, and documentation from the appropriate taxing authority to verify that you (and/or spouse) did not file must also be submitted.

Source (Use the W-2 form or other earnings statement)	2017 Amount (attach W-2/Wage Statement)

- Attached is a Verification of Non-filing form from the appropriate taxing authority.
- The Verification of Non-filing form from the appropriate taxing authority will be submitted separately.
- I am not required to submit a Verification of Non-filing because I am the student who had to provide parent information on the FAFSA

**C. PARENT(S) TAX FORM AND INCOME INFORMATION (FOR DEPENDENT STUDENTS)**

**1. TAX RETURN FILERS— COMPLETE THIS SECTION IF YOU FILED A TAX RETURN OR RECEIVED A WAGE & TAX STATEMENT FROM ONE OF THE FREELY ASSOCIATED STATES.**

- Parent(s) filed a 2017 Federal Tax Return and either used the IRS Data Retrieval Tool or will be using the IRS Data Retrieval Tool to transfer IRS information to the FAFSA.
- Parent(s) filed a 2017 Federal Tax Return but unable or chose not to use the IRS Data Retrieval Tool in FAFSA and have attached; or will submit separately, a 2017 Federal Tax Return Transcript.
- Parent(s) filed a 2017 tax document with either a U.S. Territory (Guam, American Samoa, U.S. Virgin Islands) or Commonwealth (Puerto Rico and the Northern Mariana Islands) and have attached a 2017 transcript that was obtained at no cost from the relevant taxing authority **OR** a copy of my signed tax document with proof of fees charged for an official transcript.
- Parent(s) completed a 2017 foreign tax return or received a wage and tax statement from one of the Freely Associated States (Federated States of Micronesia, Palau, and the Marshall Islands) and have attached a signed copy.

**2. NON-TAX FILERS— COMPLETE THIS SECTION IF YOU DID NOT FILE AND WERE NOT REQUIRED TO FILE A TAX RETURN WITH YOUR APPROPRIATE TAXING AUTHORITY. (IRS Form 4506-T can be used to request the required document from the U.S. taxing authority)**

If your parent(s) did not file and/or are not required to file a 2017 Tax Return, list below your parent(s) employer(s) and any income earned from work in 2017. If your parent(s) had no income earned from work for 2017, enter “0”. W-2/Wage Statement(s); if income was earned, and documentation from the appropriate taxing authority to verify that you (and/or spouse) did not file must also be submitted.

Source (Use the W-2 form or other earnings statement)	2017 Amount (attach W-2/Wage Statement)

- Attached is a Verification of Non-filing form from the appropriate taxing authority.
- The Verification of Non-filing form from the appropriate taxing authority will be submitted separately.

**D. CERTIFICATION AND SIGNATURES:** By signing this worksheet, we certify that all the information reported to qualify for federal student aid is complete and correct.

\_\_\_\_\_  
Student (required) Date

\_\_\_\_\_  
Parent (required for dependent student) Date

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

**DO NOT MAIL THIS WORKSHEET TO THE U.S. DEPARTMENT OF EDUCATION  
RETURN THIS FORM ALONG WITH ANY OTHER REQUIRED DOCUMENTATION TO THE COMMUNITY COLLEGE CAMPUS THAT YOU WILL BE ATTENDING:**

Community College	Address	Email	Phone
Hawai'i Community College	1175 Manono Street * Hilo, HI 96720	<a href="mailto:hawccfao@hawaii.edu">hawccfao@hawaii.edu</a>	(808) 934-2712
Honolulu Community College	874 Dillingham Boulevard * Honolulu, HI 96817	<a href="mailto:honccfao@hawaii.edu">honccfao@hawaii.edu</a>	(808) 845-9116
Kapi'olani Community College	4303 Diamond Head Road * Honolulu, HI 96816	<a href="mailto:kapfao@hawaii.edu">kapfao@hawaii.edu</a>	(808) 734-9537
Kaua'i Community College	3-1901 Kaunuaia Highway * Lihue, HI 96766	<a href="mailto:kauccfao@hawaii.edu">kauccfao@hawaii.edu</a>	(808) 245-8360
Leeward Community College	96-045 Ala Ike Street * Pearl City, HI 96782	<a href="mailto:lccfao@hawaii.edu">lccfao@hawaii.edu</a>	(808) 455-0606
University of Hawai'i Maui College	310 West Ka'ahumanu Ave * Kahului, HI 96732	<a href="mailto:mauifa@hawaii.edu">mauifa@hawaii.edu</a>	(808) 984-3277
Windward Community College	45-720 Kea'ahala Road * Kane'ohe, HI 96744	<a href="mailto:wccfao@hawaii.edu">wccfao@hawaii.edu</a>	(808) 235-7449

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