

# UNIVERSITY OF HAWAII SYSTEM FINANCIAL AID VERIFICATION WORKSHEET (V1)

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 and sign this worksheet and submit it 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/Username
Address (Apt#, Suite)			Phone Number
City	State	Zip Code	Email
			Date of Birth

## B. 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, D, E, F and G.

- yourself and your parent(s) you live with (including stepparent), and
- your parents’ other children, if (a) your parents provide more than half of their support from July 1, 2013 through June 30, 2014, 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, 2013 through June 30, 2014

**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, C, E, F and G.

- yourself and your spouse, if married,
- your children, if you provide more than half of their support from July 1, 2013 through June 30, 2014, 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, 2013 to June 30, 2014

Write the names of all family members in your or in your parents’ household (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, 2013 and June 30, 2014, 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
		<b>Self</b>	

## IRS DATA RETRIEVAL/TAX RETURN TRANSCRIPT REQUEST

### 1. IRS Data Retrieval Process

- This feature can be used after you and/or your parent filed a 2012 Federal Income Tax Return. If an electronic tax return (e-file) was filed, please allow 3 weeks (from the date you filed your return) before using the IRS Data Retrieval process. Please allow at least 8 weeks if the tax return was mailed to the IRS.
  - Log in to [www.fafsa.gov](http://www.fafsa.gov) with your PIN
  - Click the tab for the 2013-2014 FAFSA
  - Select the section “Make FAFSA Corrections”
  - Click on the “Financial Information” tab and update your tax filing status to “Already Completed” (if needed)

- Select “Yes” for the question ‘Did you file your taxes electronically in the last 3 weeks (or by mail in the last 8 weeks)’
- Select “Option to Link to IRS”, then click on “Link to IRS”
- Once at the IRS website, please answer the questions regarding your tax filing status and the mailing address used on your tax return, and click on the “Submit” button.
- If a match is found, your tax data will appear and you will be asked to transfer your IRS information directly to the FAFSA
- Select “Transfer Now” to submit
- If successful, you will receive instant confirmation that the IRS data transferred

- If you were not successful in the IRS Data Retrieval Process, please complete #2 below.

**2. Request IRS Tax Return Transcript** (There is no charge for requesting a transcript)

- 2012 Federal Tax Return Transcript(s) can be requested in any of the following ways.
  - Go to <http://www.irs.gov/Individuals/Order-a-Transcript> to order a 2012 Federal Tax Return Transcript online
  - Call 1-800-908-9946 to request a 2012 Federal Tax Return Transcript
  - Request a 2012 Federal Tax Return Transcript by mail using Form 4506-T. Download the form at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Once you receive the transcript from the IRS, please provide a signed copy to the Financial Aid Office of your home campus.

**C. STUDENT’S (AND SPOUSE’S) TAX AND INCOME INFORMATION**

**1. TAX RETURN FILERS**

- Student (and spouse) has used the IRS Data Retrieval Tool. (FAO will use IRS information that was transferred)
- Students’ (and spouse) did not use the IRS Data Retrieval Tool, but will use the Tool to transfer IRS information to FAFSA once 2012 Federal Tax Return is filed.
- Student (and spouse) is unable or choose not to use the IRS Data Retrieval Tool in FAFSA. **2012 Federal Tax Return Transcript is attached.**

**2. NON-U.S. TAX RETURN FILERS**

- Student completed a 2012 foreign tax return or a tax return with another U.S. territory or one of the Freely Associated States. A signed copy is attached.

If you did not file a tax return, complete Section 3.

**3. NON-TAX FILERS**

- If you (and/or spouse) did not file and/or are not required to file a 2012 Federal Income Tax Return, list below your employer(s) and any income earned from work in 2012. If you (and/or spouse) had no income earned from work for 2012, enter “0”.

Employer(s) (Use the W-2 form or other earnings statement)	2012 Amount (attach W-2/Wage Statement)

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

**1. TAX RETURN FILERS**

- Parent(s) has used the IRS Data Retrieval Tool. (FAO will use IRS information that was transferred)
- Parents’ did not use the IRS Data Retrieval Tool, but will use the Tool to transfer IRS information to FAFSA once 2012 Federal Tax Return is filed.
- Parent(s) is unable or choose not to use the IRS Data Retrieval Tool in FAFSA. **2012 Federal Tax Return Transcript is attached.**

**2. NON –U.S. TAX RETURN FILERS**

- Parent(s) completed a 2012 foreign tax return with another U.S. Territory or one of the Freely Associated States. A signed copy is attached.

**3. NON-TAX FILERS**

If your parent(s) did not file and/or are not required to file a 2012 Federal Income Tax Return, list below your parent(s) employer(s) and any income earned from work in 2012. If your parent(s) had no income earned from work for 2012, enter "0".

Source (Use the W-2 form or other earnings statement)	2012 Amount

**E. DID SOMEONE IN YOUR HOUSEHOLD (AS REPORTED ON THE FAFSA) RECEIVE BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OR SNAP (FORMERLY KNOWN AS FOOD STAMPS) ANY TIME DURING 2011 OR 2012?**

Yes       No

**F. DID YOU (OR YOUR SPOUSE, IF MARRIED) AND/OR YOUR PARENT(S) PAY CHILD SUPPORT IN 2012?**       YES       NO

If yes, indicate the name of the person who paid the child support, to whom the child support was paid, for whom child support was paid, and the total annual amount of the child support that was paid in 2012 for each child.

Name of Person who Paid Child Support	Name of Person to whom Child Support was Paid	Name of Child for whom Support was Paid	Amount of Child Support Paid in 2012

**G. 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 campus:**

Community College	Address	Email	Phone
Hawaii Community College	200 West Kawili 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
Kapiolani Community College	4303 Diamond Head Road * Honolulu, HI 96816	<a href="mailto:kapinfo@hawaii.edu">kapinfo@hawaii.edu</a>	(808) 734-9555
Kauai Community College	3-1901 Kaunualii Highway * Lihue, HI 96766	<a href="mailto:kaucfao@hawaii.edu">kaucfao@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 Hawaii Maui College	310 West Kaahumanu Ave * Kahului, HI 96732	<a href="mailto:mauifa@hawaii.edu">mauifa@hawaii.edu</a>	(808) 984-3277
Windward Community College	45-720 Kealahala Road * Kaneohe, HI 96744	<a href="mailto:wccfao@hawaii.edu">wccfao@hawaii.edu</a>	(808) 235-7449