



**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/Username
Phone Number	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,
- 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, 2015 through June 30, 2016, 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, 2015 through June 30, 2016

**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,
- your spouse, if married,
- your children, if you provide more than half of their support from July 1, 2015 through June 30, 2016, 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, 2015 to June 30, 2016

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, 2015 and June 30, 2016, 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>	

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

**1. TAX RETURN FILERS**

- Student (and spouse) has used the IRS Data Retrieval Tool, or did not use the IRS Data Retrieval Tool, but will use the Tool to transfer IRS information to FAFSA once 2014 Federal Tax Return is filed. (FAO will use IRS information that was transferred)
- Student (and spouse) is unable or choose not to use the IRS Data Retrieval Tool in FAFSA. **2014 Federal Tax Return Transcript is attached.**

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

- Student completed a 2014 foreign tax return or a tax return with another U.S. territory or one of the Freely Associated States. A signed copy is attached.

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

3. NON-TAX FILERS

If you (and/or spouse) did not file and/or are not required to file a 2014 Federal Income Tax Return, list below your employer(s) and any income earned from work in 2014. If you (and/or spouse) had no income earned from work for 2014, enter "0".

Source (Use the W-2 form or other earnings statement)	2014 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, or did not use the IRS Data Retrieval Tool, but will use the Tool to transfer IRS information to FAFSA once 2014 Federal Tax Return is filed. (FAO will use IRS information that was transferred)

Parent(s) is unable or choose not to use the IRS Data Retrieval Tool in FAFSA. **2014 Federal Tax Return Transcript is attached.**

2. NON-U.S. TAX RETURN FILERS

Parent(s) completed a 2014 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 2014 Federal Income Tax Return, list below your parent(s) employer(s) and any income earned from work in 2014. If your parent(s) had no income earned from work for 2014, enter "0".

Source (Use the W-2 form or other earnings statement)	2014 Amount (attach W-2/Wage Statement)

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 2013 OR 2014?

YES  NO

F. DID YOU (OR YOUR SPOUSE, IF MARRIED) AND/OR YOUR PARENT(S) PAY CHILD SUPPORT IN 2014?  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 2014 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	Age of Child	Amount of Child Support Paid in 2014

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 COMMUNITY COLLEGE CAMPUS THAT YOU WILL BE ATTENDING:**

Community College	Address	Email	Phone
Hawai'i 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
Kapi'olani Community College	4303 Diamond Head Road * Honolulu, HI 96816	<a href="mailto:kapinfo@hawaii.edu">kapinfo@hawaii.edu</a>	(808) 734-9555
Kaua'i Community College	3-1901 Kaunali'i Highway * Lihu'e, 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 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

**UH HILO, UH WEST OAHU AND UH MAŊNOA STUDENTS NEED TO CONTACT THEIR FINANCIAL AID OFFICE FOR CAMPUS SPECIFIC FORMS.**