



Please print information.

First & Last Name

Date of Birth

The Department of Education has selected your FAFSA for a process called 'verification'. Please complete this worksheet and provide the required information.

A. Student's Household Information

List below the people in your parent(s)' household.

- Yourself
- 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 the children's support from July 1, 2018 through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019 even if they do not live with your parent(s). Foster children are excluded.
- Your spouse and children
- 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, 2019.

Number in College: Include any household member, **excluding your parent(s)**, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, and include the name of the college.

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Example -Jill Smith</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>

B. Tax Filers – Instructions for Parent(s) or Student

There are two ways for the information to be verified on the 2018-2019 FAFSA.

1. The IRS Data Retrieval Tool (recommended method)

- Log into your student's 2018-19 FAFSA at www.fafsa.ed.gov and select "Make FAFSA Corrections"
- Navigate to the "Financial Information" section of the FAFSA
- Select "Use the IRS Data Retrieval Tool" to transfer your 2016 federal income tax data electronically from the IRS into the FAFSA.
- Select "yes" to transfer your 2016 federal income tax data to your student's FAFSA
- Once you have transferred your tax data and are back to the FAFSA, be sure to sign and submit the corrected FAFSA
- We will receive the corrected version of the FAFSA electronically within 5-10 days

B. Continued For Tax Filers – Instructions for Parent(s) or Student

2. A 2016 IRS Tax Return Transcript can be obtained in a variety of ways:

- Go to www.irs.gov and choose “Get Transcript Online” or “Get Transcript by Mail”
- By phone 1-800-908-9946, to receive a copy by mail generally within 7-10 business days
- By Mailing or faxing a paper request using IRS 4506-T or 4506T-EZ form (available to print on the IRS website)

C. Non-Tax Filers-Instructions for Parent(s) or Student

A Verification of Nonfiling Letter dated on or after October 1, 2017 is required for independent students and/or spouses and each parent of a dependent student who did not file a 2016 federal tax return. Dependent students are not required to complete this. **Complete the enclosed 4506-T Form to request a Verification of Nonfiling Letter. The Financial Aid Office will fax the 4506-T Form to the IRS.**

Check the box below that applies:

- The parent(s) was not employed and had no income earned from work in 2016.
- The student was not employed and had no income earned from work in 2016.
- The parent(s) was employed but did not file a 2016 federal tax return and was not required to file a 2016 federal tax return. **The parent(s) has enclosed copies of all W-2's for the 2016 year.**
- The student was employed but did not file a 2016 federal tax return and was not required to file a 2016 federal tax return. **The student has enclosed copies of all W-2's for the 2016 year.**

Please list every employer even if they did not issue you a W-2 form.

Employer	2016 Earnings \$\$
<i>Example - Babysitting for the Smith family</i>	<i>\$250.00</i>

D. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2018–2019:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

E. Identity/Statement of Educational Purpose

(To be Signed at the Institution)

he student ***must appear in person*** at Hastings College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign in the presence of an institutional official, the Statement of Educational Purpose provided below and have notarized.

I certify that I _____ am the individual signing this Statement of Education
(Print Student’s Name)

Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Hastings College for 2018-2019.

Student’s Signature

Date

State of _____

County of _____

On _____, before me, _____ personally appeared, _____,
(Date) (Notary’s Name) (Print name of signer)

and proved to me on the basis of satisfactory evidence of identification _____
(Type of unexpired government-issued ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary signature)

My commission expires on _____

(Date)

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature

Date

Parent Signature

Date

(If the student has filed the FAFSA as an “Independent Student”, a parent’s signature will not be required)

Student Spouse Signature

Date

(If the student is married regardless of the tax filing status)