



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](http://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](http://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. Certification and Signatures

Each person signing below certifies that all of the information reported 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**

\_\_\_\_\_  
**Cell Phone**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Cell Phone**

*(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)*

### Financial Aid Office Contact Information

**Phone:** 402-461-7391

**Fax:** 402-461-7714

**Email:** [kpoplau@hastings.edu](mailto:kpoplau@hastings.edu)