

Hill College 2018-2019 Dependent Verification Worksheet

Last name (Printed)	First name (Printed)	Student ID	
Address (include apt. no.)	City	State	ZIP
Cell phone or alternate phone number			

****Your FAFSA application has been selected for verification. Before awarding you Federal Student Aid, the information provided on your FAFSA application must be confirmed.**

Section A:

Family Information- List the people in your household, include:

List the people in parent(s) household: Include:

- Yourself, and your parent(s) (including adoptive and step parents) even if you do not live with your parent(s)
- Your parent(s)'s other children, if your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019,
- Include 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 from July 1, 2018 through June 30, 2019.
- Include the name of the college for any household member who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program

NAME (student and family member(s))	AGE	REALTIONSHIP TO STUDENT	COLLEGE ATTENDING	Will be enrolled in at least 6 credit hours? Yes or No
		SELF	Hill College	

Section B: Student's tax forms and income information

Are you or will you be required to file a 2016 Federal Tax Return? (check only one)

- Yes – You must provide a copy of the 2016 Federal Tax Return Transcript unless you have successfully used the IRS Data retrieval tool when you completed your FAFSA application
- To request a 2016 IRS Tax Return Transcript, go to <https://www.irs.gov/individuals/get-transcript> , under the **Forms and Pubs** heading, click "Form 4506-T." Complete lines 1 through 5 accordingly and answer Lines 6, 6a and 9. Then sign, date and submit the form.
- No – I **DID NOT** earn income in 2016 from any source, including a job or self-employment **OR**—I **DID** earn some income but was not required to file for 2016. By checking this box, you are indicating you and/or your spouse will not file and are not required to file a 2016 tax return.
- List every employer even if the employer did not issue an IRS W-2 form in section D.
 - Attach copies of all 2016 W-2 forms issued to you and/or spouse (if married) to document wages that were not filed on a tax return for 2016.
 - You **are required** to attach an IRS Verification of Non-filing letter. To request a 2016 Verification of Non-filing letter, go to <https://www.irs.gov/individuals/get-transcript> , under the **Forms and Pubs** heading, click "Form 4506-T." Complete lines 1 through 5 accordingly, check line 7 and answer line 9. Then sign, date and submit the form.

Section C: Parent's tax forms and income information

Are your parent(s) required to file a 2016 Federal Income Tax Return? (check only one)

- Yes – you must provide a copy of the 2016 Federal Tax Return Transcript unless you have successfully used the IRS Data retrieval tool when you completed your FAFSA application
- To request a 2016 IRS Tax Return Transcript, go to <https://www.irs.gov/individuals/get-transcript> , under the **Forms and Pubs** heading, click "Form 4506-T." Complete lines 1 through 5 accordingly and answer Lines 6, 6a and 9. Then sign, date and submit the form.

Last name (Printed)

First name (Printed)

Student ID

____ No – I **DID NOT** earn income in 2016 from any source, including a job or self-employment **OR—I DID** earn some income but was not required to file for 2016. By checking this box, you are indicating you and/or your spouse will not file and are not required to file a 2016 tax return.

- List every employer even if the employer did not issue an IRS W-2 form in Section D.
- Attach copies of all 2016 W-2 forms issued to you and/or spouse (if married) to document wages that were not filed on a tax return for 2016.
- You **are required** to attach an IRS Verification of Non-filing letter. To request a 2016 Verification of Non-filing letter, go to <https://www.irs.gov/individuals/get-transcript>, under the **Forms and Pubs** heading, click “Form 4506-T.” Complete lines 1 through 5 accordingly, check line 7 and answer line 9. Then sign, date and submit the form.

Beginning in 2018-19, all nontax filers and tax filers who received an extension but still have not filed their 2016 income tax return must provide a verification of non-filing letter dated on or after October 1, 2017. This letter is proof from the IRS that you did not file a 2016 tax return. Any non-filer must provide this letter regardless if they earned any income from work. If the student has never filed taxes with the IRS, they can still get a verification of non-filing letter from the IRS. Most requests will be processed by the IRS within 10 days. Verification cannot be completed until the verification of non-filing letter has been submitted to Hill College.

Section D: Complete this section ONLY if you or your parent(s) DID NOT file a 2016 Federal Tax Return

Employers Name	Student 2016 amount earned	Parent(s) 2016 amount Earned	Copy of IRS W-2 Provided Yes/No

Section E:

Standard verification items:

Please enter zeroes if any of the following do not apply to you: Leaving any of these blank will result in an incomplete form and remain unprocessed.	Student	Parent
Education credits from IRS form 1040 line 50 or 1040A line 33	\$	\$
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh from IRS form 1040 line 28 plus line 32 or 1040A line 17	\$	\$
Tax exempt interest income from IRS form 1040- line 8b or 1040A- line 8b	\$	\$
Untaxed portions of IRA distributions from IRS form 1040—lines (15a minus 15b) or 1040A- lines 11a minus 11b) exclude rollovers.	\$	\$
Untaxed portions of pensions from IRS form 1040 –lines (16a minus 16b) or 1040A – lines 12a minus 12b)	\$	\$

Section F: Certification and Signature

The student and one parent must sign and date this form. This form will remain unprocessed until the appropriate signatures are acquired.

By signing this form is certifying that all information on the form is correct and that everyone will provide the requested documents to verify the information. If you purposely give false or misleading information on this form, you may be referred to the Inspector General, which could result in being fined, sent to prison, or both.

Student Signature

Date

Parent Signature

Date

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies.