



**2017-18 DEPENDENT VERIFICATION WORKSHEET
TRACKING GROUP V1 - STANDARD**

You have been selected for verification by the Department of Education. Please note that the best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.ed.gov. In most cases, no further documentation is needed to verify **2015 IRS income tax return** information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 8–12 weeks after the 2015 paper IRS income tax return has been received by the IRS.

If you are not able to obtain an IRS DRT, you can request a tax return transcript from the IRS. To obtain a 2015 IRS Tax Return Transcript, go to www.IRS.gov/transcripts and click on the “Get Transcript Online” link, or call 1-800-908-9946. Make sure to request the “**IRS Tax Return Transcript**” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return).

I. Student Information:

Student's Last Name First Name M.I.

Student's Social Security Number

Student's Street Address (include apt. no., P.O. Box)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Phone Number (include area code)

Student's ID Number (if known)



 Student's Last Name First Name M.I. _____

II. Number of Household Members and Number in College:

List below the people in the parents' household including:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

For any household member, excluding the parents, who 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, 2017, and June 30, 2018, include the name of the college. **Do not leave this section blank.**

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

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.



Student’s Last Name First Name M.I.

III. Student Tax Filers (Non-filers skip to Section IV) - Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student’s FAFSA once the 2015 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.
(signature not required)
- The student has filed a foreign tax form or tax return with Puerto Rico, another US Territory, or Freely Associated State and has attached a copy of this form.

OR

IV. Student Non-Tax Filers - Check the box that applies:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.
***If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Provide documentation from the IRS i.e. IRS **“Verification of Non-filing”** or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

_____ Check here if confirmation of nonfiling is provided.

_____ Check here if confirmation of nonfiling will be provided later.



Student's Last Name First Name M.I.

V. Parent Tax Filers (Non-filers Skip to Section VI) - Check the box that applies:

- Three checkbox options regarding IRS DRT usage for 2015 tax returns.

If the parents filed separate 2015 IRS income tax returns, 2015 IRS Tax Return Transcripts must be provided for both.

Check here if a 2015 IRS Tax Return Transcript(s) is provided.
Check here if a 2015 IRS Tax Return Transcript(s) will be provided later.

- Checkbox option for parents who filed a foreign tax form or tax return.

OR

VI. Parent Non-Tax Filers - Check the box that applies:

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- Two checkbox options regarding parent employment and income for 2015.

***If more space is needed, provide a separate page with the student's name and ID number at the top.

Table with 3 columns: Employer's Name, 2015 Amount Earned, IRS W-2 Provided? Includes example row for Suzy's Auto Body Shop.

Provide documentation from the IRS i.e. IRS "Verification of Non-filing" or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

Check here if confirmation of nonfiling is provided.
Check here if confirmation of nonfiling will be provided later.



Student's Last Name First Name M.I.

VII. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must **hand-sign** and date. *(No electronic signatures accepted)*

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

Submit in Person: **Hawai'i Pacific University Financial Aid Office**
1164 Bishop Street, Suite 201
Honolulu, Hawai'i 96813-2882

Submit by Email: financialaid@hpu.edu

Submit by FAX: (808) 544-0884