

2018-2019 DEPENDENT VERIFICATION WORKSHEET

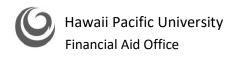
You have been selected for verification by the Department of Education. Please note that the best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at <u>FAFSA.ed.gov</u>. In most cases, no further documentation is needed to verify <u>2016 IRS income tax return</u> 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, 2016 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT within 8–12 weeks after the 2016 paper IRS income tax return has been received by the IRS. If you are not able to use the IRS DRT, you can request a tax return transcript from the IRS.

A 2016 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL Go to www.irs.gov, under the Tools heading, click "Get a tax transcript."
 Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- <u>Automated Telephone Request</u> 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- <u>Paper Request Form</u> IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

I. Student Information:	Student's ID Number (if know	/n)
Student's Last Name	First Name	M.I.
Last 4 digits of Student SSN	Student's Date of Birth	
Student's Email Address	()_ Student's Phone Number	



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. Include:

- 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 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. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2019.

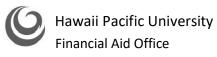
Number in College: Include in the space below information about any household member who is, or will be, enrolled <u>at least half time</u> in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, and include the name of the college.

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)
		Self		

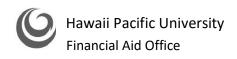
Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.



	Financial Aid Office	V3 - DEPENDENT
Stude	ent's Last Name First Name M.I.	
III. St	tudent Tax Information	
DO NO	IOT COMPLETE BOTH SECTIONS. Only complete	Section A OR B.
A.	A. Student 2016 Tax Filers (Non-filers skip to Sectinstructions: Only complete this section if the stureturn. The best way to verify income is by using the of FAFSA on the Web at FAFSA.gov. In most case 2016 income information that was transferred into information was not changed by the FAFSA filer.	dent <u>filed or will file</u> a 2016 IRS income tax ne IRS Data Retrieval Tool (IRS DRT) that is part es, no further documentation is needed to verify
	Check the box that applies:	
	The student has used or plans to use the IRS income tax return information into the studen	DRT in <i>FAFSA on the Web</i> to transfer 2016 IRS 's FAFSA.
	The student is <u>unable or chooses not to use</u> to will provide the school with a 2016 IRS Tax F	he IRS DRT in <i>FAFSA on the Web</i> , and instead leturn Transcript(s).
	The student has <u>filed a foreign tax form or tax</u> Freely Associated State and has attached a c	return with Puerto Rico, another US Territory, or copy of this form.
	OR	
В.	B. Student Non-Tax Filers Instructions: Complete this section if the student income tax return with the IRS.	will not file and <u>is not required</u> to file a 2016
	Check the box that applies:	
	☐ The student was not employed and had no in	come earned from work in 2016.
		amount earned from each employer in 2016, and cument is provided. [Provide copies of all 2016 use by their employers]. List every employer

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

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2016
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$



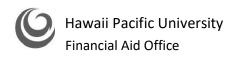
Student's Last Name	First Name	M.I.

IV. Parent Tax Information

DC

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0	NOT C	OMPLETE BOTH SECTIONS. Only complete Section	on A OR B.		
A.	A. Parent 2016 Tax Filers (Non-filers Skip to Section B) - Check the box that applies: Instructions: Only complete this section if the parents filed or will file a 2016 IRS income tax return(s). 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.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.				
	Chec	k the box that applies:			
		The parents have used or plan to use the IRS DRT in income tax return information into the student's FAFS/		fer 2016 IRS	
		The parents are <u>unable or choose not to use</u> the IRS I provide the school with a 2016 IRS Tax Return Trans		and instead will	
	The parents filed separate 2016 IRS income tax returns and the IRS DRT cannot be used. The parents will provide 2016 IRS Tax Return Transcripts for each parent.				
	The parents have <u>filed a foreign tax form or tax return</u> with Puerto Rico, another US Territory, or Freely Associated Stat and have attached a copy of this form.				
	OR				
B. Parent Non-Tax Filers Instructions: Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS. Parents must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.					
	Chec	k the box that applies:			
		Neither parent was employed, and neither had income	e earned from work in 2016.		
One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parents 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	IRS W-2 or an Equivalent	Annual Amount	
	(Evan	nple) ABC's Auto Body Shop	Document Provided? Yes	Earned in 2016 \$4,500.00	
	(Example) Fibe 3 Falls Body Grop 14,000.00				

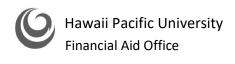
Employer's Name	IRS W-2 or an Equivalent	Annual Amount
	Document Provided?	Earned in 2016
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$



Student's Last Name	First Name	M.I.

V. High School Completion Status

Provide <u>one</u> 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 scholeaving 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.
For a student who was homeschooled in a State where State law does not require the student to obta a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.



Student's Last Name	First Name	M.I.

VI. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

Please note that the student must complete either number one **or** two below. Number one must be signed at the institution. Option two must be notarized.

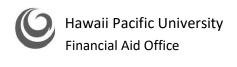
1. Must Be Signed at the Institution

The student must appear in person *at Hawaii Pacific University Financial Aid Office* to verify his or her identity by presenting a 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I(Print Student's Name)	am the individual signing
this Statement of Educational Purpose and that the I may receive will only be used for educational purp	
(Name of Postsecondary Educational Institution)	for 2018–2019.
(Student's Signature)	(Date)
(Student's ID Number)	



Student's Last Name	First Name	M.I.	

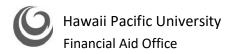
2. Must Be Signed With Notary

If the student is unable to appear in person at Hawaii Pacific University Financial Aid Office to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

I certify that I	(Print Student's Nai	am th	e individual signing
	(Print Student's Nai	me)	
	Educational Purpose and the only be used for educational		
			for 2018–2019.
(Name of Postsec	condary Educational Institut	ion)	
(Student's Signat	ure)	(Date)	
(Student's ID Nun	nber)		
	Notary's Certificate of A	Acknowledgement	
State of			
City/County of			
On	, before me,		
(Date)		otary's name)	
personally appeared,	•	, and	d provided to me
(F	Printed name of signer)		
on basis of satisfactory evi	dence of identification		
to be the above-named pe	Type c) rson who signed the foregoing	of government-issued pho g instrument.	to ID provided)
WITNESS my hand and o	official seal		
My commission expires or	Date	(Notary signatur	e)





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.

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

(No electronic signatures accepted)

Print Student's Name	Student's ID Number
Student's Signature	 Date
Parent's Signature (<i>Dependent Students Only</i>)	 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