



**2016-17 INDEPENDENT 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.gov](http://FAFSA.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](http://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.)

\_\_\_\_\_  
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)



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 Student's Last Name                  First Name                  M.I.

**II. Number of Household Members and Number in College:**

List below the people in the students' household including:

- The student.
- The student's spouse, if the student is married.
- The students' other children if the student will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. 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 student and the student provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

For any household member, excluding the student, 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, 2016, and June 30, 2017, include the name of the college.

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>



Student’s Last Name                      First Name                      M.I.

**VII. Receipt of SNAP Benefits**

The student certify that a member of the students’ household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2014 or 2015. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The students’ household includes:

- The student.
- The students’ other children if the student will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. 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 student and the student will provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Student must **hand-initial** box to certify the receipt of SNAP benefits

Student should **hand-initial** here if they did **NOT** receive SNAP benefits

**VIII. Child Support Paid**

The student included in the household or the student paid child support in 2015. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

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

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.



**IX. Certifications and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student 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

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](mailto:financialaid@hpu.edu)  
Submit by FAX: (808) 544-0884