

# 2016–2017 Dependent Verification Worksheet V5



Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process we are required by law to compare the information reported on the FAFSA with the information provided on this form along with copies of your individual and your parents’ 2015 federal tax transcripts as well as any other documentation requested by the financial aid department. **We cannot finalize your financial aid until verification has been completed, please provide the required documents within two weeks.**

**Direction for completing the verification process:**

- Hondros College recommends that students and parents use the IRS Data Retrieval Tool (DRT) on the FAFSA to provide Tax information. This is the easiest and quickest way to provide the required information and eliminates the need for a hard copy of the tax transcript. When the DRT is not available students may request a federal tax transcript through the IRS website at <http://www.irs.gov/Individuals/Get-Transcript>
- Please print clearly, completing all sections. Once complete both student and a parent must sign and date on the last page.
- Return all requested documents to your financial aid manager within two weeks. We will accept documents by fax, mail, email, or dropping them off at the school.
- We will compare the information on these documents with the information provided on the FAFSA. After reviewing, Hondros College will either request additional information or make corrections to the FAFSA as needed.

**A. Dependent Student’s Information**

<i>Student’s Last Name</i>	<i>Student’s First Name</i>	<i>Student’s M.I.</i>	<i>Student’s Social Security Number</i>
<i>Student’s Street Address (include apt. no.)</i>			<i>Student’s Cell/Home Phone Number</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Student’s Email Address</i>

**B. Dependent Student’s Family Information**

List below the people in your parents’ household. Include:

- Yourself and your parents (including a stepparent) even if you don’t live with your parents.
- Your parents’ other children if your parents 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 they do not live with your parents.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.
- Include the name of the college for any household member, excluding your parents, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. Leave College cell blank if the person in the household is not attending, or is too young to be in college.

*If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**Hondros College reserves the right to request additional information if we believe information provided is false or inaccurate**

### C. Dependent Student’s Income Information to Be Verified

**1. Tax Return Filers—Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student filed or will file a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) which is part of FAFSA on the Web. If the student has not already used the tool, go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there follow the instructions to determine if the student is eligible to use the IRS DRT to transfer 2015 IRS income tax information into the student’s FAFSA. It takes up to two weeks for IRS income information to be available for use in the IRS DRT for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS DRT see your financial aid administrator.

**Check the box that applies:**

- I, the student, have used the IRS DRT in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- I, the student, have not yet used the DRT in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information onto my FAFSA once the student has filed a 2015 IRS tax return. See instructions above for information on how to use the IRS DRT. Hondros College cannot complete the verification process until the school has received tax information.
- I, the student, have chosen not to, or are unable to use the DRT and will obtain a **2015 IRS Tax Return Transcript**, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on the “Get Transcript Online” link. This will allow the user to view and print their transcript immediately. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number (or the IRS individual taxpayer number) and the 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). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.
  - Check here if the student’s IRS tax return transcript is attached to this worksheet.
  - Check here if the student’s IRS tax return transcript will be submitted to the student’s school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student’s school.

**2. Tax Return Non-Filers**—Complete this section only if the student will not file and is not required to file a 2015 income tax return with the IRS.

**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 has listed below the names of all the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

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

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. Tax Return Filers—Important Note:** If the student's parents, filed or will file, an amended 2015 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parents filed or will file a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web. If the student's parents have not already used the tool, the parent and the student should go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parents are eligible to use the IRS DRT to transfer 2015 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for use by the IRS DRT for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS DRT see the student's financial aid administrator.

**Check the box that applies:**

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the student's FAFSA either on the initial FAFSA or when making a correction to the FAFSA.
- The student's parent has not yet used the IRS DRT but will use the tool to transfer 2015 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. See instructions above for information on how to use the IRS DRT. Hondros College's financial aid manager cannot complete verification until the parent has transferred IRS information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2015- IRS Tax Return Transcript. To obtain a **2015 IRS Tax Return Transcript**, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on the "Get Transcript Online" link. This will allow the user to view and print their transcript immediately. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer number) and the 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). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.
  - Check here if an IRS tax return transcript(s) is attached to this worksheet.
  - Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

**2. Tax Return Non-Filers**—Complete this section only if the student's parents will not file and is not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- One or both parents were not employed and had no income earned from work in 2015  
Name of Parent with no income and not required to file taxes: \_\_\_\_\_.
- One or both parents were employed in 2015 and has listed below the names of all the parent's employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parents by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Parent not filing taxes	Employer's Name	2015 Amount Earned	IRS W-2 Attached?
	<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>



## High School Completion Status

Please provide the Hondros College Financial aid department with one of the following documents indicating the student's high school completion status when beginning college in the 2016-2017 financial aid year.

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student
- A General Educational Development (GED) certificate or GED transcript.
- 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.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript of the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

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



The student must appear in person at \_\_\_\_\_ to  
(Name of Postsecondary Educational Institution)

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 by the institution with the date it was received and reviewed 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 English or Spanish Statement:

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance  
I may receive will only be used for educational purposes and to pay the cost of attending  
\_\_\_\_\_ for 2016-2017.

\_\_\_\_\_  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

**Declaración de Propósito Educativo**

Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta  
[Imprimir Nombre del Estudiante]

Declaración de Finalidad Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a \_\_\_\_\_ para 2016-2017. [Imprimir Nombre de Institución Educativa Postsecundaria]

\_\_\_\_\_  
[Firma del Estudiante]

\_\_\_\_\_  
[la Fecha]

\_\_\_\_\_  
[Número de Identificación del Estudiante]

**Identity and Statement of Educational Purpose  
(To Be Signed With Notary)**



If the student is unable to appear in person at \_\_\_\_\_  
(Name of Postsecondary Educational Institution)  
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 (in English or Spanish) provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)  
Statement of Educational Purpose and that the Federal student financial assistance  
I may receive will only be used for educational purposes and to pay the cost of attending  
\_\_\_\_\_ for 2016-2017.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Student's ID Number)

**Declaración de Propósito Educativo**

Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta  
[Imprimir Nombre del Estudiante]

Declaración de Finalidad Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo  
será utilizada para fines educativos y para pagar el costo de asistir a  
\_\_\_\_\_ para 2016-2017.  
[Imprimir Nombre de Institución Educativa Postsecundaria]

\_\_\_\_\_  
[Firma del Estudiante] [la Fecha]

\_\_\_\_\_  
[Número de Identificación del Estudiante]

## Notary's Certificate of Acknowledgement

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

### F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent must sign and date.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to you Hondros College Financial Aid Manager.*