

UNIVERSITY OF HARTFORD

V1, V4, V5

2018–2019 Verification Worksheet

Your FAFSA has been selected for verification by the US Department of Education. Please complete all of the following steps, including submission of **2016** tax documents, as instructed in section E. Your financial aid will not pay until this requirement is complete.

A. Student Information: *Please provide only student information for this section.*

Name: _____ UH ID#: _____ Date of Birth: _____

Permanent Address: _____ City: _____ State: _____ Zip: _____

Cell Phone Number: _____

B. Review Dependency Status: *Please check applicable box.*

If you completed your FAFSA listing your parent(s) income information and they were required to sign your form, you are considered a **dependent** student. Your parental data is required for the completion of this worksheet.

If you completed the FAFSA and did not have to provide your parent(s) income information and they did not have to sign your FAFSA, you are considered an **independent** student. Your parental data is not required for completion of this worksheet.

C. Student's Family Information:

Below are the guidelines for individuals who should be included in your family's household:

- yourself,
- your spouse (if married),
- your children – if you and/or your spouse provide at least half of the child's support from 7/1/2018 through 6/30/2019,
- your parent(s) if you live with them (this includes step-parents who live with you),
- your parent(s)' other children – only if you or your parents will provide more than half of their support from 7/1/2018 through 6/30/2019,
- other people if they now live with you AND you or your parent(s) will provide more than half of their support from 7/1/2018 through 6/30/2019.

Please also include the name of the college for any household member, excluding your parent(s), who will be attending college at least six credits or more per semester between July 1, 2018 and June 30, 2019 AND will be enrolled in a degree, diploma, or certificate program.

***** Complete chart below with all household members that comply with the above guidelines. *****

	Full Name	Age	Relationship	Name of College Attending
1			Self	University of Hartford
2				
3				
4				
5				
6				
7				

C. Student's 2016 Tax Information: Please read each selection carefully and select one option that best applies to your tax filing status for the **2016** tax year.

The student...

- Did file taxes for the 2016 tax year. Submit a Tax Return Transcript or utilize Data Retrieval Tool.

For all of the following options, **independent** students *must* submit a Verification of Non-filing Letter.

The student...

- Did not file taxes for the 2016 tax year and did not earn income.
- Did not file taxes for the 2016 tax year, but earned income and **does** have a W-2. Submit a copy of W-2 form(s) from each employer.
- Did not file taxes for the 2016 tax year, but earned income and **does not** have a W-2.

Complete the chart below.

<i>If you selected the last box please complete the information below:</i>	
Employer's Name	Amount Earned in 2016
	\$
	\$

D. Parent(s) 2016 Tax Information: Please read each selection carefully and select the option that best applies to your tax filing status for the **2016** tax year. Independent students are not required to complete this section.

The parent(s)...

- Did file taxes for the 2016 tax year. Submit a Tax Return Transcript or utilize Data Retrieval Tool.
- Has an IRS approved tax extension for the 2016 tax year. Provide a copy of the official IRS letter documenting the approved extension.
- Is a victim of IRS Identity Theft. Provide a copy of the official IRS letter documenting your circumstance.

For all of the following options, the non-filer parent *must* submit a Verification of Non-filing Letter.

The parent(s)...

- Did not file and will not file for the 2016 tax year. Please list name of non-filing parent here:
_____.
- Did not file taxes for the 2016 tax year, but earned income and **does** have a W-2. Submit a copy of parent(s) 2016 IRS W-2 form from each employer.
- Did not file taxes for the 2016 tax year, but earned income and **does not** have a W-2.

Complete the chart below.

<i>If you selected the last box complete the information below:</i>	
Employer's Name	Amount Earned in 2016
	\$
	\$

E. Acquiring Tax Documentation:

By accessing your 2018-2019 FAFSA, you may be able to utilize the Data Retrieval Tool (DRT) to link your IRS information directly onto your FAFSA. If you are unable to utilize the DRT or are a non-filer, please visit <http://irs.gov> to request a 2016 IRS Tax Return Transcript and/or Verification of Non-filing Letter.

F. Certification and Signature: **** WARNING!** If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both. ****** By signing this worksheet, I (we) certify that all of information reported on this worksheet is complete and accurate.

Required! **Student's Signature:** _____ Date: _____

(Dependent Student's) **Parent's Signature:** _____ Date: _____