



FINANCIAL AID OFFICE 2019-2020 Income Verification

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal guidelines dictate that, before awarding federal student aid, we may ask you to confirm the information reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA may be corrected. The student and the parent whose information was reported on the FAFSA (if dependent) must complete and sign this form, attach any required documents, and submit the information to the Financial Aid Office (FAO). **If you have questions, please contact the FAO promptly to avoid delays in the processing of your financial aid.**

Last Name	First Name	M.I.	HCC ID # or SSN (last 4 digits)
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Home Phone Number (include area code)			Alternate or Cell Phone Number

DEPENDENT STUDENT- Answer each question as it applies to student and to each parent included in the household. Notify the FAO if your parents filed separately or had a change in marital status after Dec. 31, 2017.

INDEPENDENT STUDENT - Answer each question as it applies to student and/or student's spouse (if married). Notify the FAO if student or spouse filed separately or had a change in marital status after Dec. 31, 2017.

1. Complete and verify this section if student, student's parent (if dependent), &/or student's spouse (if married) FILED or WILL FILE a 2017 IRS income tax return(s).

	Student & Spouse (if married)	Both Parents in Household
Were you required to file taxes in 2017?	<input type="checkbox"/> YES, I or my spouse (if married) were required to file taxes in 2017. <input type="checkbox"/> NO, neither I nor my spouse (if married) were required to file taxes in 2017. Please go to www.irs.gov and request a Verification of Non filing letter. **Not required for dependent students (Skip to Letter A)	<input type="checkbox"/> YES, the parents were required to file taxes in 2017. <input type="checkbox"/> NO, the parents were not required to file taxes in 2017. Please go to www.irs.gov and request a Verification of Non filing letter. (Skip to Letter A)
Please check the box that applies:	<input type="checkbox"/> I/We <u>have used</u> the IRS Data Retrieval Tool (IRSDRT) to transfer 2017 IRS income tax return information into the student's FAFSA.* <input type="checkbox"/> I/We <u>are unable to use</u> DRT, and have attached a 2017 IRS Tax <u>Return</u> Transcript (IRSTRT), instead. If student & spouse filed separately, 2017 IRSTRTs must be provided for each. ** Skip to #2 for signatures	<input type="checkbox"/> The parents <u>have used</u> the IRS Data Retrieval Tool (IRSDRT) to transfer 2017 IRS income tax return information into the student's FAFSA.* <input type="checkbox"/> The parents <u>are unable to use</u> IRSDRT, and have attached a 2017 IRS Tax <u>Return</u> Transcript, instead. If parents filed separately, 2017 IRS transcripts must be provided for each. ** Skip to #2 for signatures

A. Complete and verify this section if student, student’s parent (if dependent), &/or student’s spouse (if married) WILL NOT FILE or was NOT REQUIRED TO FILE a 2017 Federal Tax Return:

	Student & Spouse (if married)	Both Parents in Household
Did you have any income from working in 2017?	<input type="checkbox"/> YES, the student and/or spouse were employed in 2017 and have listed all employers and amounts earned, below. <input type="checkbox"/> NO, the student and spouse were not employed and had no income earned from work in 2017.	<input type="checkbox"/> YES, one or both of my parent(s) were employed in 2017 and have listed all employers and amounts earned, below. <input type="checkbox"/> NO, neither parent was employed and neither had income earned from work in 2017.
If YES, list the name of all employers and the amount earned from each employer in 2017. Provide copies of all IRS W-2 Forms. List every employer, even if no IRS W-2 Form was issued.	Employer _____ 2017 Income \$ _____ W-2 attached <input type="checkbox"/> YES <input type="checkbox"/> NO	Employer _____ 2017 Income \$ _____ W-2 attached <input type="checkbox"/> YES <input type="checkbox"/> NO
	Employer _____ 2017 Income \$ _____ W-2 attached <input type="checkbox"/> YES <input type="checkbox"/> NO	Employer _____ 2017 Income \$ _____ W-2 attached <input type="checkbox"/> YES <input type="checkbox"/> NO
Total Amount of Income Earned from Work	\$ _____	\$ _____

If more space is needed, attach a separate page with student’s name & HCC ID # at the top.

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

****IRS Tax Return Transcript (IRSTRT):** *If the student or parent is unable to use the IRSDRT in FAFSA on the Web, the student will submit to the school a **2017 IRS Tax RETURN Transcript**. The transcript may be obtained online at www.irs.gov, on the IRS homepage, click "Get your Tax Record." Click either "Request Online or Request by Mail" or by calling 1.800.908.9946.*

In most cases, for electronic tax return filers, 2017 IRS income tax return information is available within 2–3 weeks after the return has been accepted by the IRS. Generally, paper filers’ tax return information is available within 6-8 weeks after the return has been received by the IRS. If you need more information, contact the FAO.

2. CERTIFICATION & SIGNATURES:

If student is classified as dependent, the student and parent whose information was reported on the FAFSA must sign and date.

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

Print Student Name

HCC ID # or SSN (last 4 digits)

Student Signature

Date

Parent Signature (if dependent)

Date