

# Standard Verification Worksheet (V1) 2024 - 2025



Your 2024-25 FAFSA was selected for a review process known as verification. This means that you are now required to complete and return this Worksheet to the Hampshire College financial aid office. We will compare your FAFSA data with the information provided on this worksheet. If there are differences we will update your FAFSA, and if necessary, recalculate your eligibility for federal and institutional aid. If you have any questions about this process, please call us at 413.559.5484 or email us at [financialaid@hampshire.edu](mailto:financialaid@hampshire.edu).

## SECTION A: Student's Information

College ID or Social Security # \_\_\_\_\_

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's Street Address (include apt. number) \_\_\_\_\_ Student's Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Student's Email Address \_\_\_\_\_

Student Status (circle one): New student      Continuing student

## SECTION B: Family Size

In the chart below please list the names, ages, and relationships of all household members.

**Dependent students** (parents' data required on FAFSA): List the people in your parents' household including:

- Yourself, even if you don't live with your parents.
- Your parents (including step-parent); do not include non-custodial parent unless this parent is living in the home. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- Your siblings if they live with your parents (or live apart because of college enrollment) and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.
- 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, 2025. Do not include unborn children.

**Independent students** (parents' data not required on FAFSA): List the people in your household including:

- Yourself.
- Your spouse, if married.
- Your children, if they live with you (or live apart because of college enrollment) and you provide more than half of their support and you will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025. Do not include unborn children.

Full Name	Age	Relationship
		<i>SELF</i>

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

**SECTION C: Verification of 2022 Income**

If you are single and a dependent student, we will need to verify your and your parents' 2022 income (the parents are those who are listed on your FAFSA). If you are married, we need to verify your and your spouse's 2022 income. If you are single and an independent student, we will need to verify your 2022 income. Income may be verified by the methods listed below. Please review each of these methods to see if they apply to you, your parents, and/or your spouse:

- 1. If you, your spouse, and/or your parents filed a 2022 IRS income tax return, and you gave or you will provide consent on the 2024-25 FAFSA to have the IRS transfer income & tax data to your FAFSA, Hampshire College will receive a FAFSA report indicating that this data transfer was used to import income and tax data from the IRS.

**Check here  if you and/or your parents or spouse filed a 2022 IRS income tax return and gave or will give consent to the IRS to have your tax information transferred to your FAFSA; you and/or your parents (or spouse) may now skip to Section E.**

- 2. The IRS may not be able to transfer your or your parents' income & tax data to the FAFSA. If this is the case with your FAFSA, we will request additional documentation from you so we may verify 2022 income & tax data. If a U.S. tax return was filed, you may request a 2022 IRS Tax Return Transcript directly from the IRS ([www.irs](http://www.irs)) and then send the transcript to the Hampshire College financial aid office; be sure student's name is written on the transcript. Or, you may send us a SIGNED copy of the actual 2022 IRS 1040 tax return. Please send us the first two pages of the tax return along with Schedules 1, 2, & 3, if applicable. Be sure that at least one of the tax filers signs the form on the Sign Here line on Page 2. Please sign the tax return using a pen.

**Check here  if you and/or your parents or spouse filed a 2022 IRS income tax return and will request a Tax Return Transcript or will send us a SIGNED copy of the 2022 IRS 1040 tax return to verify 2022 income; you and/or your parents (or spouse) may now skip to Section E.**

- 3. If you, your spouse, and/or your parent did not file, and was not required to file, a 2022 IRS income tax return please check the appropriate box(es) below that apply and follow the corresponding instructions:

3A: Student was not employed and had no income from work in 2022 and was not required to file a 2022 IRS income tax return. **If checked and if student is a dependent student, student may skip to Section E. If checked and if student is an independent student, student may skip to Section D. A dependent student is one whose FAFSA requires information about one's parent(s). An independent student is one whose FAFSA does NOT require information about one's parent(s).**

3B: Student's spouse was not employed and had no income from work in 2022 and was not required to file a 2022 IRS income tax return. **If checked, student's spouse may now skip to Section D.**

3C: Both custodial parents were not employed and had no income from work in 2022 and were not required to file a 2022 IRS income tax return. **If checked, parents may now skip to Section D.**

3D: Student, spouse, or one or both custodial parents, were employed in 2022 and had earnings from work but were not required to file a 2022 IRS tax return. **If checked, please complete the non-tax filing statement below and then continue to Section D.**

**NON-TAX FILING STATEMENT – to be completed only if the box to Question 3D in Section C above is checked**

Employer's Name	Amount earned by Student Non-tax filer	Amount Earned by Parent Non-tax filer (if dependent student) OR Amount Earned by Spouse Non-tax filer (if married student)
	\$	\$
	\$	\$
	\$	\$

NOTE: For each amount listed in the non-tax filing statement above, you must provide the financial aid office with copies of 2022 IRS W-2 forms issued to the student, spouse, or parents. List every employer even if the employer did not issue a W-2 form.

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

**SECTION D: Verification of Non-tax filing – Read to learn if this applies to you or your parent(s)**

- If you, your spouse, and/or your parent(s) each filed a 2022 income tax return with the U.S. IRS or other relevant tax authority in another country, you DO NOT need to complete this section and you may skip to Section E.
- If you are a dependent student who would file a tax return with a relevant tax authority OTHER THAN THE IRS (for example, a foreign country's tax authority), and did not file a 2022 income tax return with that tax authority, you DO NOT need to complete this section and you may skip to Section E. A dependent student is one whose FAFSA requires information about one's parent(s).
- If you are a dependent student and one or both of your parents, who are listed on your FAFSA, would file a tax return with a relevant tax authority OTHER THAN THE IRS (for example, a foreign country's tax authority), and did not file a 2022 income tax return with that authority, you DO need to provide documentation to verify the non-tax filing of your parent(s). A dependent student is one whose FAFSA requires information about one's parent(s).
- If you are an independent student who would file a tax return with a relevant tax authority OTHER THAN THE IRS (for example, a foreign country's tax authority), and you did not file a 2022 income tax return with that authority, you DO need to provide documentation to verify non-tax filing. An independent student is one whose FAFSA does NOT require information about one's parent(s).

If you are required to verify non-tax filing as outlined above, we need a "Verification of Non-filing Letter" or similar document from the relevant foreign country's tax authority dated on or after October 1, 2023 confirming that a 2022 income tax return was not filed.

**To summarize**, if you would be required to file a tax return with a tax authority, OTHER THAN THE IRS, for example, a foreign tax authority, you need to follow the guidance above to determine if you need to provide us with confirmation that you did not file a 2022 tax return.

**SECTION E: Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and accurate. The student and one parent whose information was reported on the 2024-2025 FAFSA must sign and date.

**Referral of Fraud Cases:** If we suspect that a student, employee, or other individual has misreported information or altered documentation fraudulently to obtain federal funds, we report our suspicions and provide any evidence to the U.S. Office of Inspector General.

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

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's (or Spouse's) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's email address

Please mail this completed form (Pages 1, 2, and 3) along with other required documents (W2 forms, tax return, or IRS tax transcript) to the Financial Aid Office, Hampshire College, 893 West Street, Amherst, MA 01002- 3359 or you may securely fax it to 413.559.5585. You may also Upload this form to your financial aid portal. Instructions may be found at <https://www.hampshire.edu/financial-aid/sending-documents-to-us>. Thank you for your assistance with the verification process. If you have any questions about the verification process, please call us at 413.559.5484.

More information about the Verification process on back

# Verification Process Checklist for 2024-2023

**Please use this guide to help facilitate the completion of the verification process for your aid application:**

1. Be sure to read the instructions for each section on this Worksheet carefully and thoroughly.
2. Write your name (the student) and Hampshire College ID number on top of pages 2 & 3 of this Worksheet.
3. If employers and amounts of earnings are reported in the Non-tax filing statement in Section C of this worksheet, we need copies of the 2022 W-2 forms from each listed employer.
4. We need a “Verification of Non-filing Letter,” or other similar document from a foreign tax authority if you are an independent student and did not file a 2022 income tax return with that foreign tax authority, OR if you are a dependent student and your parent(s) did not file a 2022 income tax return with that tax authority. We do not need this document if a 2022 tax return was filed or if you are a dependent student who did not file a 2022 income tax return (IRS or foreign tax authority). See Section D of the Worksheet for more information.
5. If the IRS was unable to transfer tax data into your FAFSA you may either send us a copy of the 2022 IRS Tax Return Transcript for the appropriate tax filer: student, spouse, or parent(s) OR you may send us a SIGNED copy of the actual 2022 IRS 1040 tax return; send us Pages 1 & 2, and Schedules 1, 2, and 3, if applicable. Please sign using a pen on the Sign Here line on Page 2.
6. If you, your spouse, or your parent(s) filed a tax return with a tax authority other than the U.S. IRS, you will need to send us a SIGNED copy of the 2022 tax return that was filed with that tax authority.
7. If you are mailing any documents to the financial aid office be sure that the student’s name is written on each form so we may match it to your file. Please do not send documents to us via email.
8. Visit our website at <https://financialaid.hampshire.edu> for information about the verification process.
9. Review the common omissions listed below to help avoid any delays in the verification process.
10. Feel free to call the financial aid office at 413.559.5484 to speak with someone about the process.

## **Avoid these common omissions which may delay the processing of your Worksheet**

- If you are a dependent student be sure to include your parent(s) in Section B.
- Your parent(s) names MUST match the names reported on your FAFSA.
- If you (the student) were not employed in 2022, did not have any earnings from work in 2022, and was not required to file a 2022 IRS income tax return, be sure to check the box to statement 3A in Section C.
- If both of your parents were not employed in 2022, did not have any earnings from work in 2022, and were not required to file a 2022 IRS income tax return, be sure to check the box to statement 3C in Section C.
- If you (the student) or your parents were employed in 2022 and had earnings from work but were not required to file a 2022 IRS tax return, be sure to check the box to statement 3D in Section C and complete the Non-tax filing statement below Box 3D. We also need a copy of each 2022 W-2 form(s).
- Be sure that Section E has your signature (the student) and a parent’s signature, if required. Please sign the form using a pen. Include your parent’s email address in case we have any questions.

## **Requesting an IRS Tax Return Transcript**

- If you need to request an IRS Tax Return Transcript you may request one by mail, online, or phone. Be sure that you request the Tax Return Transcript. More information may be found at [www.irs.gov](http://www.irs.gov).