

**Standard Verification Worksheet (V1)  
2017-2018**



**Your 2017-2018 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.**

**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's marital status:  Single  Married  Separated      Student Status :    New student    Continuing student  
(circle one)

**SECTION B: Number of Household Members and Number in College**

In the chart below please list the names, ages, and relationships of all household members. Include the name of the college for any household member (other than parents) who will be attending college, at least half-time between July 1, 2017 and June 30, 2018, and will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution.

**Dependent students** (parents' data included 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;
- Your parents' other dependent children if your parents will provide more than half of their support from July 1, 2017 through June 30, 2018, or if they would be required to give parental information when applying for federal student aid;
- 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, 2018. Do not include foster children.

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

- Yourself;
- Your spouse, if married;
- Your children, if you provide more than half of their support between July 1, 2017 through June 30, 2018;
- 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, 2017 through June 30, 2018. Do not include foster children.

Full Name	Age	Relationship	College (see qualifications above)
		<i>SELF</i>	<i>Hampshire College</i>

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

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

### SECTION C: Verification of 2015 Income

If you are single and a dependent student we will need to verify your and your parents' 2015 income (the parents are those who are listed on your FAFSA). If you are married, we need to verify your and your spouse's 2015 income. If you are single and an independent student we will need to verify your 2015 income. We CANNOT accept a copy of an actual tax return to verify income. Income may be verified by one of 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 2015 IRS income tax return, the best way to verify income is to request a 2015 IRS Tax Return Transcript directly through the IRS. You will then need to send the transcript to the Hampshire College financial aid office. Information about the IRS Tax Return Transcript Request process is available at our website, <https://financialaid.hampshire.edu>; scroll down to the Verification Process section. If no 2015 IRS income tax return was filed see #2 below.

**Check here  if you and/or your parents or spouse filed a 2015 IRS income tax return and will request a Tax Return Transcript to verify 2015 income; you and/or your parents (or spouse) may now skip to Section D.**

**Please note that if you were able to use the Data Retrieval Tool (DRT) on the FAFSA to import your 2015 income and tax data onto the FAFSA you DO NOT need to request the IRS Tax Return Transcript.**

2. If you, your spouse, and/or your parent did not file, and was not required to file, a 2015 IRS income tax return please check the appropriate boxes below that apply and follow the corresponding instructions:
  - 2A: Student was not employed and had no income from work in 2015 and was not required to file a 2015 IRS income tax return. **If checked, student may now skip to Section D.**
  - 2B: Student's spouse was not employed and had no income from work in 2015 and was not required to file a 2015 IRS income tax return. **If checked, student's spouse may now skip to Section D.**
  - 2C: Both custodial parents were not employed and had no income from work in 2015 and were not required to file a 2015 IRS income tax return. **If checked, parents may now skip to Section D.**
  - 2D: Student, spouse, or one or both custodial parents, were employed in 2015 and had earnings from work but were not required to file a 2015 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 2D 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)
	\$	\$
	\$	\$
	\$	\$

**IMPORTANT:** If any information is listed in the non-tax filing statement above you must provide the financial aid office with all 2015 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: 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 2017-2018 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 to the Financial Aid Office, Hampshire College, 893 West Street, Amherst, MA 01002-3359 or you may fax it to 413.559.5585. Thank you for your assistance with the verification process.

**2017 - 2018 INCOME VERIFICATION REQUIREMENTS**

**In addition to the Verification Worksheet we are also required to verify your and your parents' 2015 income as reported on your FAFSA.** Please use the following as a guide to assist us in your income verification process:

- In most cases, financial aid offices are no longer able to use data from actual tax returns to verify income. We can only use data provided directly from the IRS. Students and parents may help us verify income by requesting the 2015 IRS Tax Return Transcript.
- If you need to provide us with a Tax Return Transcript please visit our website for instructions on how to request one at <https://financialaid.hampshire.edu>; click on the link on the first page in the Verification Process section. You may also visit the IRS website at [www.irs.gov](http://www.irs.gov).
- Please note that we must verify both the student's income as well as the parents' income. If the student or parent had earnings from work in 2015 but was not required to complete a 2015 IRS income tax return, the student or parent may provide their 2015 income information in the Non-Tax Filing Statement on the Verification Worksheet. In this case we will also need copies of the student's and parent's W-2 forms.

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More information about the verification process is available at <https://financialaid.hampshire.edu>; on the first page click on the links in the Verification Process section.

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**Please return the Verification Worksheet, any documentation for the Worksheet, and the Tax Return Transcript, if required, to the Financial Aid Office,** Hampshire College, 893 West Street, Amherst, MA 01002-3359. Or you may fax the documents to 413.559.5585. Please be sure that the student's name appears on any form you are sending us.

**If you have any questions, please call us at 413.559.5484 or email us at [financialaid@hampshire.edu](mailto:financialaid@hampshire.edu).**