

**Standard Verification Worksheet (V1)  
2019-2020**



**Your 2019-2020 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, 2019 and June 30, 2020, and will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution.

**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;
- Your parents' other dependent children if your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, 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, 2020. Do not include foster children.

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

- Yourself;
- Your spouse, if married;
- Your children, if you will provide more than half of their support between July 1, 2019 through June 30, 2020;
- 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, 2019 through June 30, 2020. Do not include foster children.

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

Continued on next page

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

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

**SECTION C: Verification of 2017 Income**

If you are single and a dependent student we will need to verify your and your parents' 2017 income (the parents are those who are listed on your FAFSA). If you are married, we need to verify your and your spouse's 2017 income. If you are single and an independent student we will need to verify your 2017 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 2017 IRS income tax return, the easiest and fastest way to verify income is to use the Data Retrieval Tool (DRT) on the FAFSA. Hampshire College will receive a new FAFSA report indicating that the DRT was used to import income and tax data from the IRS. Information about the IRS Data Retrieval Tool is available on our website, <https://financialaid.hampshire.edu>; click on the Verification Process link on the first page.

**Check here  if you and/or your parents or spouse filed a 2017 IRS income tax return and used or will use the DRT to verify 2017 income; you and/or your parents (or spouse) may now skip to Section E.**

- 2. Some tax filers are not eligible to use the DRT including those who are married but filed separately or those who filed an amended tax return. If you are not able to use the DRT you may request a 2017 IRS Tax Return Transcript directly from the IRS. You will then send the transcript to the Hampshire College financial aid office; be sure student's name is written on the transcript. If you are having difficulty requesting a Transcript you may send us a SIGNED copy of the actual 2017 IRS 1040 tax return. Please send us the first two pages of the tax return and be sure that at least one of the tax filers sign the form on the Signature line. Instructions on how to request a Tax Return Transcript are available on our website, <https://financialaid.hampshire.edu>; click on the Verification Process link on the first page.

**Check here  if you and/or your parents or spouse filed a 2017 IRS income tax return and will request a Tax Return Transcript or will send us a SIGNED copy of the 2017 IRS 1040 tax return to verify 2017 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 2017 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 2017 and was not required to file a 2017 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 2017 and was not required to file a 2017 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 2017 and were not required to file a 2017 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 2017 and had earnings from work but were not required to file a 2017 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)
	\$	\$
	\$	\$
	\$	\$

**IMPORTANT:** If any information is listed in the non-tax filing statement above you must provide the financial aid office with all 2017 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 2017 income tax return with the IRS or other relevant tax authority, you DO NOT need to complete this section and you may skip to Section E.
- If you are a dependent student and did not file a 2017 income tax return 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 custodial parents did not file a 2017 income tax return 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 and did not file a 2017 income tax return 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 the "Verification of Non-filing Letter" from the IRS or other relevant tax authority dated on or after October 1, 2018 confirming that a 2017 income tax return was not filed.

For instructions on how to verify non-tax filing, please visit our website at: <https://financialaid.hampshire.edu> and click on the Verification Process link on the first page, OR visit <https://www.hampshire.edu/financial-aid/verifying-non-tax-filing>.

NOTE: If you have a spouse or parents who did not file a 2017 IRS income tax return, your spouse or both parents must complete a separate Form 4506-T.

If you are required to verify non-tax filing, enter date completed Form 4506-T was sent to the appropriate IRS processing center: \_\_\_\_\_

**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 2019-2020 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 securely fax it to 413.559.5585. Thank you for your assistance with the verification process.

# Verification Process Checklist for 2019-2020

**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 2017 W-2 forms from each listed employer.
4. We need the "Verification of Non-filing Letter" from the IRS if you are an independent student and did not file a 2017 IRS income tax return OR if you are a dependent student and your parent(s) did not file a 2017 IRS income tax return. We do not need this IRS document if a 2017 tax return was filed or if you are a dependent student who did not file a 2017 IRS income tax return. See Section D of the Worksheet for more information.
5. If you have not yet used the Data Retrieval Tool (DRT) on the FAFSA you may make a correction to your FAFSA to use the DRT to help us verify 2017 income and tax data.
6. If you are unable to use the DRT you may either send us a copy of the 2017 IRS Tax Return Transcript for the appropriate tax filer: student, spouse, or parent(s) (be sure NOT to request the tax account transcript) OR you may send us a SIGNED copy of the actual 2017 IRS 1040 tax return for the appropriate tax filer.
7. If you are mailing any documents to the financial aid office be sure that the student's name is indicated on each form so we may match it to the appropriate 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**

- Don't forget to indicate your (the student's) marital status in Section A.
- 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 a sibling is attending college during the 2019-20 academic year be sure to indicate the name of the college.
- If you (the student) were not employed in 2017, did not have any earnings from work in 2017, and was not required to file a 2017 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 2017, did not have any earnings from work in 2017, and were not required to file a 2017 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 2017 and had earnings from work but were not required to file a 2017 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 2017 W-2 form(s).
- Be sure that Section E has your signature (the student) and a parent's signature. 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 and not the tax account transcript. More information may be found at the [www.irs.gov](http://www.irs.gov) website or at our website at <https://financialaid.hampshire.edu>; click on the Verification Process on the first page.