



2019-2020 VERIFICATION WORKSHEET

V1 Standard or V5 Aggregate Group

Purpose: The Huston-Tillotson University Office of Student Financial Aid has received the results of your 2019-2020 Free Application for Federal Student Aid (FAFSA). The financial aid program rules (34 CFR, Part 668) say that before awarding federal student aid, HTU may ask you to confirm the information you, your spouse, and your parent(s) reported on your FAFSA. Verification is the process of confirming the accuracy of data that is provided on the FAFSA. You are required by law to provide all necessary documents to complete Verification. Failure to comply will result in a non-disbursement of any potential aid funding.

A. STUDENT INFORMATION (Please print in black or blue ink)

LAST	FIRST	MI	HTU ID
MAILING ADDRESS			CONTACT NUMBER
CITY, STATE ZIP			

Criteria for Independent Students by Federal Guidelines:
 Generally to be independent for the 2019-2020 award year, the student must have been born before January 1, 1996, married as of the date the FAFSA was completed, working on a master's or doctorate degree, currently serving on active duty in the U.S. Armed Forces, a veteran of the Armed Forces, have children that you provide ½ or more of their support (must be documentable), have dependents that you provide ½ or more of their support (must be documentable) or an Orphan or Ward of the Court. Students facing special circumstances such as an Unaccompanied Homelessness youth may also qualify as independent. Refer to the FAFSA for complete instructions. If you are not sure of your dependency status, please contact HTU OSFA.

PLEASE CHECK ONE:

DEPENDENT STUDENTS (Complete form using information for both parent(s) and student)

- List names of all persons in your parent(s) household in **section B**. Include yourself, your parents (and step-parents) and their other children (even if they do not live with your parents) if your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, or if they will be required to provide parental information on the 2019-20 FAFSA.
- Also include other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue that support through June 30, 2020.

INDEPENDENT STUDENTS (Enter the information for the student and spouse (if married))

- List names of all persons in your household in **section B**. Include yourself, your spouse (if married) and all children (even if they do not live with you) if you will provide more than half of their support from July 1, 2019 through June 30, 2020, or if they will be required to provide parental information on the 2019-20 FAFSA.
- Also include other people if you provide MORE THAN HALF of their support and will continue to provide more than half of their support through June 30, 2020.

B. FAMILY/HOUSEHOLD INFORMATION

Write the names of all household members. Also write in the name of the college for any household member, (dependent students exclude parents college), 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. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Will be enrolled at least ½ time?
Missy Jones (example)	18	Sister	Central University	Yes
		Self	Huston-Tillotson University	Yes

C. TAX FORMS AND INCOME INFORMATION TO BE VERIFIED

1. TAX RETURN FILER: This section should be completed by individuals who filed a 2017 tax return.

The Data Retrieval Tool

The most accurate method of entering income information into the FAFSA is by using the IRS Data Retrieval Tool in FAFSA on the Web. If the student or parent have not already used the DRT, go to FAFSA.ed.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the application. From there, follow the instructions to determine if the student(spouse)/parent is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA. In most cases it takes 2 – 3 weeks after a 2017 electronic IRS income tax return has been accepted by the IRS and up to eight weeks for paper IRS tax return filers to be eligible to use the DRT. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

STUDENT (SPOUSE)

PARENT(S)

- Check here if the Student (and Spouse) used the Data Retrieval Tool.
- Check here if the Student (and Spouse) did not use DRT and are submitting a copy of their 2017 Federal Tax Return Transcript.

- Check here if the Student (and Spouse) used the Data Retrieval Tool.
- Check here if the Parent(s) did not use DRT and are submitting a copy of their 2017 Federal Tax Return Transcript.

****How to obtain a copy of the IRS Tax Return Transcript**

To obtain an IRS Tax Return Transcript, go to www.irs.gov and click on the "Get Your Tax Record" link, or call 1-800-908-9946.

2. NON-FILER: This section should be completed by individuals who did not file a 2017 tax return.

DEPENDENT STUDENT ONLY

PARENT(S)

- The Student was not employed, had no earned income from work in 2017, did not and was not required to file a 2017 Tax Return.
- Check here if the student did work, but did not file a 2017 tax return. Complete non-filer table below, attach all 2017 W-2's. If self-employed, attach a statement certifying the amount of Adjusted Gross Income earned and Income Tax Paid for 2017.

- The Parent(s) was not employed, had no earned income from work in 2017, did not and was not required to file a 2017 Tax Return. Attach verification of Non-filing Status Verification for parent(s) – **See instructions below.
- Check here if the Parent(s) did work, but did not file a 2017 tax return. Complete non-filer table below, attach all 2017 W-2's. If self-employed, attach a statement certifying the amount of Adjusted Gross Income earned and Income Tax Paid for 2017. Parent(s) must also submit a Non-Filing Status Verification – **See instructions below.

INDEPENDENT STUDENT (SPOUSE)

INDEPENDENT STUDENT (SPOUSE)

- The Student (and Spouse) was not employed and had no earned income from work in 2017. Attach Non-filing Status Verification for Student (Spouse) - **See instructions below.

- Check here if the Student (Spouse) did work, but did not file a 2017 tax return. Complete non-filer table below, attach all 2017 W-2's. If self-employed, attach a statement certifying the amount of Adjusted Gross Income earned and Income Tax Paid for 2017. Student (Spouse) must also submit a Non-Filing Status Verification – **See instructions below.

****How to obtain a copy of the Non-Filing Status Verification**

The student (spouse) or parent must submit a 4506-T Non-Filing Verification can be requested by calling 1- 800-908-9946.

3. NON-FILER TABLE: Attach a copy of all W-2 forms received from all employers for 2017.

List below the names of all the parent's and student's (and spouse's) employers even if they did not issue an IRS W-2 form, the amount earned from each employer in 2017. *If more space is needed, attach a separate page with the parent's name and Social Security Number at the top.*

Student (Spouse) / Parent(s) Name	Employer's Name	2017 Wages Earned	W-2 Provided?
		\$	
		\$	
		\$	

Dep Student Indep Student Name: _____ HTU ID: _____

D. UNTAXED INCOME: DO NOT LEAVE THESE SECTIONS BLANK. Complete all sections regardless to whether you had untaxed income in that category. Enter the total amount for a 12 month period. If an item does not apply, put a zero or N/A. This form may be returned to you for completion if left blank.

Student (Spouse)	Additional Financial Information	Parent(s)
\$	Tax-deferred pension/savings (paid directly to or withheld from earnings, such as 401k and 403b plan): W2, BOX 12 a-d CODE: D,E,F,G,H,S:	\$
\$	Child support received:	\$
\$	Housing, Food, Other living allowances for military/clergy:	\$
\$	Veteran's Non-educational benefits (disability, Death Pension, DIC):	\$
\$	Other Untaxed Income Not Reported (Worker's comp, disability, etc.):	\$
\$	Money received or paid on your behalf not reported elsewhere(paid by other than custodial parent):	\$

E. Sign this Worksheet

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.

By signing this worksheet, I certify that all the information reported to qualify for Federal student aid is complete and correct. I also acknowledge that verification may result in a change in my current award package, if any.

Student Signature (if independent, no parent signature is needed)

Date

Parent Signature (if dependent, at least one parent must sign)

Date

Please send your documents to:
Huston Tillotson-University
Office of Student Financial Aid
900 Chicon Street
Austin, TX 78702
verificationcompletion@htu.edu