



Student Name: _____ Student ID Number: _____

2021-2022 Verification Worksheet- Dependent Student

Your FAFSA was selected by the Department of Education for a process called “verification”. Federal regulations require that Huntington University collect additional information to verify the information you reported on your 21/22 FAFSA. **FAFSA verification must be completed before we can finalize your financial aid award for the 21/22 academic year.**

Please carefully read and complete each section below and return this form in its entirety to Huntington University. Please write your name and ID number at the top of each page prior to returning to our office. Please also write your name and ID number on any additional documents requested through this form or the Office of Financial Aid.

SECTION I: HOUSEHOLD AND COLLEGE INFORMATION

1. List on the chart below the name/age/relationship of the people in your **parent(s)** household. Include:
 - a. **You and your parent(s)** [including step or adoptive parents listed on the FAFSA], even if you do not live with them (**do not list parents or stepparents who aren't listed on the FAFSA**).
 - b. **Your parent(s) other children**, even if they don't live with your parent(s), **IF** 1) your parent(s) will provide more than half of their support from July 1, 2021 through June 30, 2022; **OR** 2) the children would be required to provide parental information when applying for Federal Student Aid.
 - c. **Other people** if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022.

2. **NEXT**, in the **last** column of the chart below, enter the name of the college for those in the household who will be attending college at least half-time between July 1, 2021 and June 30, 2022, and who will be enrolled in a degree, diploma, or certificate program (**don't list the name of the college your parent may be attending**). If an individual is still deciding on which college he/she will attend in the fall, please list the colleges between which he/she is deciding.

	FULL NAME	AGE	RELATIONSHIP	COLLEGE(S)
1	<i>Enter Student Name Here</i>		Self	Huntington University
2				
3				
4				
5				
6				
7				
8				

SECTION II: PARENT INCOME/TAX DATA

Did your parent(s) file taxes in 2019? If yes, proceed to **section A**. If they **did not** file 2019 taxes, skip Section A, and proceed to **Section B**.

Section A: My parent(s) DID file taxes in 2019.

We must receive 2019 tax information. Your parent(s) may choose to use either of the below two options to provide our office with 2019 tax information. Please choose which option you have chosen/will choose to use:

- Option # 1:** My parent(s) have or will transfer their 2019 tax information directly from the IRS into my 21/22 FAFSA using the IRS Data Retrieval tool on the FAFSA on the Web. Directions for transferring the tax information using this tool are available online at www.huntington.edu/financial-aid. Click on "Verification Process" then on "IRS Data Retrieval Tool Instructions" for further instructions.
- Option # 2:** My parent(s) have or will submit a **signed** copy of their 2019 **federal** 1040 form, including Schedules 1 2 and 3, as applicable. Or submit a 2019 IRS Tax Return Transcript. An IRS tax transcript can be ordered at <https://www.irs.gov/individuals/get-transcript>.

Section B: My parent(s) DID NOT file taxes in 2019. (If your parent(s) **did** file 2019 taxes, **skip this section** and **complete Section A** instead.)

Please confirm that your parent(s) did not file and are not required to file a 2019 tax return by checking the box below.

- I certify that my parent(s) has not filed and is not required to file a 2019 Federal Income Tax return.

Since your parent(s) did not file a 2019 tax return, we will need to collect some additional information regarding their 2019 earned income. Please have your parent(s) enter the total amount of earned income they received from all sources during the 2019 tax year.

NAME OF EMPLOYER/SOURCE OF INCOME	PARENT(S) AMOUNT EARNED <small>A \$0 value is assumed for all fields left blank.</small>	Did you receive a W-2 from this employer?
	\$	
	\$	

Note: If this section is left blank you are verifying that your parent(s) had no income from work for the 2019 calendar year.

Additionally, your **parent(s) must provide** us with copies of the following two documents:

- We must receive a copy of all W-2's your parent(s) received from 2019 employment.
- We must receive an IRS Verification of Non-Filing Letter, which your parent(s) may order from the IRS. Your parent can obtain a Verification of Non-Filing Letter by completing the attached 4506-T form and sending that to the IRS.

SECTION III: STUDENT INCOME/TAX DATA

Did you, the student, file taxes in 2019? If yes, proceed to **section A**. If you did **not** file 2019 taxes, skip Section A, and proceed to **Section B**.

Section A: I DID file taxes in 2019.

We must receive 2019 tax information. You may choose to use either of the below two options to provide our office with 2019 tax information. Please choose which option you have chosen/will choose to use:

- Option # 1:** I have or will transfer my 2019 tax information directly from the IRS into my 21/22 FAFSA using the IRS Data Retrieval tool on the FAFSA on the Web. Directions for transferring the tax information using this tool are available online at www.huntington.edu/financial-aid. Click on "Verification Process" then on "IRS Data Retrieval Tool Instructions" for further instructions.
- Option # 2:** I have or will submit a **signed** copy of my 2019 **federal** 1040 form, **including Schedules 1, 2 and 3**, as applicable. Or submit a 2019 IRS Tax Return Transcript. An IRS tax transcript can be ordered at <https://www.irs.gov/individuals/get-transcript>.

Section B: I DID NOT file taxes in 2019. (If you **did** file 2019 taxes, **skip this section** and complete Section A instead.)

Please confirm that you did not file and are not required to file a 2019 tax return by checking the box below.

- I certify that I have not filed and am not required to file a 2019 Federal Income Tax return.

Since you did not file a 2019 tax return, we will need to collect some additional information regarding your 2019 earned income. Please enter the total amount of earned income you received from all sources during the 2019 tax year.

NAME OF EMPLOYER/SOURCE OF INCOME	STUDENT AMOUNT EARNED <small>A \$0 value is assumed for all fields left blank.</small>	Did you receive a W-2 from this employer?
	\$	
	\$	

Note: If this section is left blank you are verifying that you had no income from work for the 2019 calendar year.

- Additionally, you must provide us with copies of all W-2's you received from 2019 employment.

SECTION IV: SIGN, DATE AND SUBMIT

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

Note: **Signatures must be 'wet'. Please physically sign the worksheet as opposed to typing or electronically signing the worksheet.**

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

Student Signature (wet signature)

Date

Parent Signature (wet signature)

Date

Mail, fax, scan and email, or deliver the completed worksheet and any other requested documents to the Office of Financial Aid using the contact information listed below. **Please black out any SS#s listed on tax documents, as applicable.**

Please return this entire form and requested documentation using one of the methods below:

EMAIL
finaid@huntington.edu

FAX
260-359-4086

MAIL
Huntington University
Office of Financial Aid
2303 College Avenue
Huntington, IN 46750