



2018-2019 Verification Worksheet

V1

STUDENT NAME:	Last Four of SS#:
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Your application was selected for review in a process called "Verification." In this process, Hillsborough Technical Colleges (HTC) will compare information from your 2018-2019 Free Application for Federal Student Aid (FAFSA) with copies of 2016 IRS Tax Return Transcripts, and/or with W-2 forms and/or other financial documents. Information retrieved using the Internal Revenue Service (IRS) Data Retrieval Process and not subsequently changed. The law requires us to ask for this information before awarding Federal aid. If there are differences between your application information and your financial documents, HTC will need to make corrections.

You are required to complete all appropriate sections of this form and submit it to the Financial Aid Office with any additional requested documentation. If you do not complete this form or submit all of the required documents requested, we will not be able to complete the processing of your financial aid.

What you should do:

- Check with Financial Aid Administrator for requested documents.**
- If you did not retrieve and transfer your (and your spouse's, if married), and/or your parent(s)' income tax return information using the IRS Data Retrieval Process when initially completing the FAFSA, you can request to transfer this information to your FAFSA now by going to www.fafsa.ed.gov. Once you complete the transfer, if the information retrieved was not changed, the 2016 IRS Tax Return Transcript requirement for you (and your spouse, if married) and/or your parent(s) will be waived
- Complete, sign and submit this worksheet and the requested 2016 IRS Tax Return Transcripts**, along with any other requested documents to the Financial Aid Office.
- Copies of tax returns (IRS 1040, 1040A, 1040EZ) will no longer be accepted** with the exception of tax returns from Puerto Rico or foreign income tax returns.

Section 1: Household Information

Write the names of all household members in the space(s) below. Also, write in the name of the college/technical college for any household member who will attend at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. Dependent students should not count their parent(s) as a college/technical college student. If you need more space, attach a separate page.

DEPENDENT STUDENTS:

List the people in your parent(s) household, including yourself, your parent(s) (**including stepparent or adoptive parent**), legal parents that live together, regardless of the marital status or gender of the parents even if you don't live with your parents, and other people who live with your parents **and for whom your parents will provide more than half of their support from July 1, 2018 through June 30, 2019**

INDEPENDENT STUDENTS:

List the people in your household, including yourself (and your spouse if married), and your children and other people who live with you **and for whom you will provide more than half of their support from July 1, 2018 through June 30, 2019.**

Full Name	Age	Relationship	College/Technical College
		SELF	HTC Technical College



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Section 2: Tax filers – complete this section

- Submit a copy of your 2016 IRS Tax Return Transcript. Copies of tax returns (IRS 1040, 1040A, 1040EZ) **will no longer be accepted** with exception of tax returns from Puerto Rico or foreign income tax returns. To obtain a 2016 IRS Tax Return Transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> and select an option of printing a past transcript online or request it to be mailed to you. If you amended your tax return after you filed, you must provide a signed copy of the original 2016 IRS income tax that was filed with the IRS or a 2016 IRS ACCOUNT TRANSCRIPT and a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Tax Return" that was filed with the IRS. A victim of IRS identity theft who is not able to obtain a **2016 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2016 IRS income tax return information.
- DEPENDENT STUDENTS:**
Submit a copy of your and your legal parent(s)' 2016 IRS Tax Return Transcripts if you did not retrieve and transfer your income tax information using the IRS Data Retrieval Process when you completed your FAFSA on the Web.
- INDEPENDENT STUDENTS:**
Submit a copy of your (and your spouse's, if married), 2016 Tax Return Transcripts if you did not retrieve and transfer your income tax information using the IRS Data Retrieval Process when you completed your FAFSA on the Web

Section 3: Non-tax filers – complete this section

If you, your legal parent(s), and/or your spouse did not file and are not required to file a US Federal Income Tax Return, you must list below all employers and any income received in 2016 for you, your legal parent(s), and/or your spouse. 2016 W-2 form(s), IRS Wage and Income Statement(s), and 2016 IRS non-filer statement(s) may be requested. If you did not file a tax return and are required to as stated in IRS Publication 17, your financial aid file will be incomplete until you file and submit a copy of your IRS Tax Return Transcript to the HTC Financial Aid Office.

Student: I did not file and I am not required to file. You must attach copies of your IRS Wage and Income Transcript.
List your employer(s) and total income earned in 2016 below. **DO NOT LEAVE BLANK.** Enter "NONE" and "0" if you did not work.
Employer(s): _____ Total 2016 Income: \$ _____

Parent(s): I did not file and I am not required to file. You must attach copies of your IRS Wage and Income Transcript.
List your employer(s) and total income earned in 2016 below. **DO NOT LEAVE BLANK.** Enter "NONE" and "0" if you did not work.
Employer(s): _____ Total 2016 Income: \$ _____

Spouse: I did not file and I am not required to file. You must attach copies of your IRS Wage and Income Transcript.
List your employer(s) and total income earned in 2016 below. **DO NOT LEAVE BLANK.** Enter "NONE" and "0" if you did not work.
Employer(s): _____ Total 2016 Income: \$ _____

Section 4: Sign this worksheet

By signing below, both student and parent(s) acknowledge and confirm that the above is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. **If parent's(s) income is included on this form, at least one parent must sign.**

Student's Signature: _____ **Print Name:** _____ **Date:** _____

Parent's Signature: _____ **Print Name:** _____ **Date:** _____