



# 2019–2020 Academic Year Verification Worksheet (Dependent) BYU–Hawaii Financial Aid & Scholarship

**Dependent**

Your **2019–2020** Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, BYU–Hawaii Financial Aid & Scholarship will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to BYU–Hawaii Financial Aid & Scholarship. Our office may also ask for additional information. If you have questions about verification, contact BYU–Hawaii Financial Aid & Scholarship as soon as possible so that your financial aid will not be delayed.

**A. Dependent Student’s Information:**

Student’s Last Name	First Name	MI	Student’s BYUH ID #
Student’s Street Address (include apt. no.)			
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)		Student’s Alternate or Cell Phone Number	

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**B. Number of Household Members:** List below the people in the parents’ household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2020.

Number in College: Include in the space below information about any household members who are, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, and include the name of the college.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**C. Dependent Student's Income Information:** If you filed taxes in 2017, complete #1. If you did not file taxes in 2017, complete #2.

1) **Student Tax Filers.** Complete this section if the student filed or will file a 2017 IRS income tax return(s). Please notify Financial Aid & Scholarship if the student had a change in marital status after submitting their FAFSA Application for the 2019-2020 aid year.

**Check only one of the boxes that apply:**

- The student **has used the IRS DRT** in FAFSA to transfer 2017 income tax return information into the student's FAFSA.
- The student **has provided a 2017 IRS Tax Return Transcript** or Signed 2017 Foreign Tax Forms equivalent.
- The student **has requested and will provide a 2017 IRS Tax Return** Transcript or Signed 2017 Foreign Tax Forms equivalent.

A 2017 IRS Tax Return Transcript may be obtained through:

- **Automated Telephone Request** – 1-800-908-9946.
- **Request by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record" and "Get Transcript by Mail." Be sure to request Return Transcript for 2017.
- **Request ONLINE** – Go to [www.irs.gov](http://www.irs.gov), click "Get your Tax Record" and "Request Online." Be sure to request Return Transcript for 2017.

2) **Student Nontax Filers.** Complete this section if the student will not file or is not required to file a 2017 income tax return. Please notify Financial Aid & Scholarship if the student's marital status changed after submitting their FAFSA Application for the 2019-2020

aid year. **Check only one of the boxes that apply and provide supporting documents as indicated:**

- The student **served a full-time LDS mission** in 2017.
  - The student served from (months) \_\_\_\_\_ to \_\_\_\_\_. \$ \_\_\_\_\_ per month was paid in financial support. *Example: Served from Jan to Sept and \$400 per month paid in financial support.*
  - The student provided signed statement of financial support in 2017, during months not serving a mission.
  - The student provided Verification of Non-Filing Status (VNFS) from the IRS or Foreign Tax Form equivalent dated on or after October 1, 2018.
  
- The student **was not employed and no income** was earned in 2017.
  - The student has provided a signed statement of financial support for 2017.
  - The student has provided Verification of Non-Filing Status (VNFS) from the IRS or Foreign Tax Form equivalent dated on or after October 1, 2018.
  
- The student **was employed but did not file taxes** in 2017.
  - The student listed below the names of all employers and the amount earned from each employer in 2017.
  - The student has provided W-2 forms for all employers listed. *If W-2 not available, signed statement of explanation needed.*
  - The student has provided Verification of Non-Filing Status (VNFS) from the IRS or Foreign Tax Form equivalent dated on or after October 1, 2018.
  - The student has provided documentation from IRS Interactive Tax Assistant if they're required to file a federal tax return for 2017.

Employer's Name	Annual Amount Earned in 2017	IRS W-2 Provided?
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work	\$	

**D. Parent's Income Information: (Choose #1-Tax Filer or #2-Nontax Filer)**

1) **Parent Tax Filers.** Complete this section if the parent filed or will file a 2017 IRS income tax return(s). Please notify Financial Aid & Scholarship if the parent has filed separate tax returns or if a tax filing extension was filed for 2017.

**Check only one of the boxes that apply:**

- The parent **has used** the IRS DRT in FAFSA to transfer 2017 income tax return information into the student's FAFSA.
- The parent **has provided** a 2017 IRS Tax Return Transcript or Signed 2017 Foreign Tax Forms equivalent.
- The student **has requested and will provide a 2017 IRS Tax Return** Transcript or Signed 2017 Foreign Tax Forms equivalent.

A 2017 IRS Tax Return Transcript may be obtained through:

- Automated Telephone Request – 1-800-908-9946.
- Request by MAIL – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record" and "Get Transcript by Mail." Be sure to request Return Transcript for 2017.
- Request ONLINE – Go to [www.irs.gov](http://www.irs.gov), click "Get your Tax Record" and "Request Online." Be sure to request Return Transcript for 2017.

2) **Parent Non-Tax Filers.** Complete this section if the parent will not file or is not required to file a 2017 income tax return. Please notify Financial Aid & Scholarship if the parent has filed separate tax returns or if a tax filing extension was filed

for 2017. **Check only one of the boxes that apply and provide supporting documents as indicated:**

- Parents were **not employed and no income** was earned in 2017.
  - Parent(s) has/have provided a signed statement of financial support for 2017.
  - Parent(s) has/have provided Verification of Non-Filing Status (VNFS) from the IRS or Foreign Tax Form equivalent dated on or after October 1, 2018.
- Parents were **employed but did not file taxes** in 2017.
  - Parents have listed below the names of all employers and the amount earned from each employer in 2017.
  - Parents have provided W-2 forms for all employers listed. If W-2 not available, signed statement of explanation needed.
  - Parents have provided Verification of Non-Filing Status (VNFS) from the IRS or Foreign Tax Form equivalent dated on or after October 1, 2018.
  - Parents have provided documentation from IRS Interactive Tax Assistant if they're required to file a federal tax return for 2017, if income over federal threshold.

Employer's Name	Annual Amount Earned in 2017	IRS W-2 Provided?
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work	\$	

**E. Certifications and Signatures:**

Each person signing below certifies that all of the information reported is complete and correct. The **student and one parent** whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education. You should make a copy of this worksheet for your records. Submit Forms to: ~BYU-Hawaii Financial Aid & Scholarship~ BYUH #1980 ~ 55-220 Kulanui St. Laie, HI 96762 ~ Phone: (808) 675-3316 ~ Fax: (808) 675-3323 ~ Email: [financialaid@byuh.edu](mailto:financialaid@byuh.edu)*