

## 2021-2022 Dependent Verification Worksheet - V1, V5

Your 2021-2022 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 we will compare your FAFSA with the information on this worksheet along with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit them to the FHTC Financial Aid office.

### Student Information

|           |            |      |               |          |
|-----------|------------|------|---------------|----------|
| Last Name | First Name | M.I. | Date of Birth | FHTC ID# |
| Address   |            | City | State         | Zip Code |

### Dependent Student's Family Information – Parents' Household and Number in College

**Number of Household Members:** List the people in the parents' household. **Include**

- yourself.
- your parents (including step-parent) even if you don't live with your parents.
- your parent's other children if your parents will provide more than half of their support from July 1, 2021, through June 30, 2022, or if the other children would be required to give parental information if they were completing a FAFSA for 2021-2022.
- other people if they now live with your parents and your 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, 2022.

**Number in College:** List the college any household members, excluding parents, will be attending if they are degree-seeking and will be enrolled in 6 or more hours at an eligible postsecondary educational institution for any semester between July 1, 2021 and June 30, 2022.

| Name<br>(First & Last)           | Age       | Relationship to<br>Student | College Student<br>(Yes or No) | College Attending<br>(At least half-time, degree seeking) |
|----------------------------------|-----------|----------------------------|--------------------------------|---|
| For example: <i>Ima Wrangler</i> | <i>18</i> | <i>self</i>                | <i>Yes</i>                     | <i>FHTC</i>   |
|                                  |           |                            |                                |   |
|                                  |           |                            |                                |   |
|                                  |           |                            |                                |   |
|                                  |           |                            |                                |   |
|                                  |           |                            |                                |   |
|                                  |           |                            |                                |   |
|                                  |           |                            |                                |   |
|                                  |           |                            |                                |   |

### Income Information to Be Verified

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) when completing or updating the FAFSA. If you did not use the tool, you must provide an IRS 2019 Tax Return Transcript **or** a signed copy of your 2019 IRS Federal Income Tax Return (Form 1040, Schedules 1-3). A 2019 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Get Transcript ONLINE** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Automated Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

*With the exception of "Get Transcript ONLINE," transcripts are generally received within 10 business days of the request.*

## Student's Income

- ☐ I used the IRS Data Retrieval Tool when completing/updating the 2021-2022 FAFSA.
- ☐ My **signed** 2019 IRS Federal Income Tax Return (Form 1040, Schedules 1-3) **or** 2019 IRS Tax Return Transcript is attached.
- ☐ I was not employed and had no income earned from work in 2019.
- ☐ I will not file and am not required to file a 2019 IRS Federal tax return. If you did not file a tax return, but had earnings from work, please list each employer even if they did not issue an IRS W-2 form. You must submit a copy of all 2019 W-2s received.

| Name of Employer  | 2019 Amount Earned | W-2 attached (yes or no) |
|---|--------------------|--------------------------|
| <i>Complete this section only if you did <b>NOT</b> file taxes for 2019</i> |                    |                          |
|   |                    |                          |
|   |                    |                          |
|   |                    |                          |

## Parent's Income

**Note: If two parents were reported in Dependent Student's Family Information section of this worksheet, the instructions and certifications refer and apply to both parents, including a step-parent.**

- ☐ My parents used the IRS Data Retrieval Tool when completing/updating the 2021-2022 FAFSA.
- ☐ My parents' **signed** 2019 IRS Federal Income Tax Return(s) (Form 1040, Schedules 1-3) **or** 2019 IRS Tax Return Transcript(s) is attached.
- ☐ Neither parent was employed, and neither had income earned from work in 2019. Provide documentation from the IRS that indicates a 2019 IRS income tax return was not filed, or a signed statement certifying that the parent attempted to obtain confirmation of nonfiling from the IRS and was unable to obtain the documentation. A Verification of Nonfiling Letter from the IRS for 2019 can be requested by submitting to the IRS Form 4506-T and checking box 7.
- ☐ One or both parents were employed in 2019, were not required to file a 2019 IRS Federal tax return and have listed below the names of all employers, the amount earned from each employer in 2019 and whether an IRS W-2 form is provided. A copy of all 2019 W-2s received must be submitted. List every employer even if they did not issue an IRS W-2 form. Provide documentation from the IRS that indicates a 2019 IRS income tax return was not filed, or a signed statement certifying that the parent attempted to obtain confirmation of nonfiling from the IRS and was unable to obtain the documentation. A Verification of Nonfiling Letter from the IRS for 2019 can be requested by submitting to the IRS Form 4506-T and checking box 7.

| Name of Employer  | 2019 Amount Earned | W-2 attached (yes or no) |
|---|--------------------|--------------------------|
| <i>Complete this section only if you did <b>NOT</b> file taxes for 2019</i> |                    |                          |
|   |                    |                          |
|   |                    |                          |
|   |                    |                          |

## Certification and Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet to qualify for Federal student aid is complete and correct. The student and one parent must sign and date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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