



Huntsville Bible College

906 Oakwood Avenue
Huntsville, AL 35811

2018-2019 Verification Worksheet - Tracking Group VI

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Section A: Student Information

STUDENT'S NAME: _____ HBC ID#: _____
 STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 HOME PHONE: _____ CELL PHONE OR ALTERNATE PHONE NUMBER: _____
 STUDENT'S DATE OF BIRTH: _____ STUDENT'S EMAIL ADDRESS: _____

Section B: Family Information- Number of Household Members and Number in College

Please check your dependency status as determined by the FAFSA and complete the following information:

- Dependent** - If Dependent, list in the chart 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, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. 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, 2019.
- Independent** - If Independent, list in the chart below the people in the **Student's** Household. Include:
- The student.
 - The student's spouse, if the student is married.
 - The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2018, through June 30, 2019, even if a child does not live with the student.
 - Other people if they now live with the student and the student or spouse provides 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, 2019.

Full Name of all Household Members	Age	Relationship to Student	Number in College: list below the name of the college of any household member (excluding parents) who is, 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, 2018, and June 30, 2019. Include the state where it is located.	Will student be Enrolled in an eligible college or university at Least Hal/Time? (Yes or No)
Must meet qualifications listed above to be included in household		Self	Huntsville Bible College	Yes

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

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institutions is inaccurate.

Section C: Income Information for 2016 Calendar Year (January 1, 2016 through December 31, 2016)

Student Income
And spouse (if applicable)

Parent(s) Income
(If student is dependent)

X Mark only the applicable boxes below

X Mark only the applicable boxes below

<p>Student Tax filers - Check this box. Use the IRS data retrieval tool within the FAFSA or submit all pages of the 2016 IRS Tax Return Transcript. If student and spouse filed separate returns, 2016 IRS Tax Return transcripts must be submitted for both. See page 3. I/we filed or will file a 2016 income tax return with the IRS. I/we used ORT Student turned in tax transcript <input type="checkbox"/> Spouse turned in tax transcript <input type="checkbox"/></p>	<p>Parent Tax filers - Check this box. Use the IRS data retrieval tool within the FAFSA or submit all pages of the 2016 IRS Tax Return Transcript. If parent 1 and parent 2 filed separate returns, 2016 IRS Tax Return transcripts must be submitted for both. See page 3. I/we filed or will file a 2016 income tax return with the IRS. I/we used ORT Parent 1 turned in tax transcript <input type="checkbox"/> Parent 2 turned in tax transcript <input type="checkbox"/></p>
<p>Student - Employed but did not file. Check this box, submit 2016 W-2 form(s), fill out the chart below, and sign page 3. Independent students must submit an IRS verification of non-filing letter. See page 3. I (student) was employed in 2016 but did not file, will not file, and am not required to file a 2016 income tax return with the IRS.</p>	<p>Parent 1 - Employed but did not file. Check this box, submit 2016 W-2 form(s), fill out the chart below, and sign page 3. Parent 1 must submit an IRS verification of non-filing letter. See page 3. I (parent 1) was employed in 2016 but did not file, will not file, and am not required to file a 2016 income tax return with the IRS.</p>
<p>Student - Not employed - Did not file. Check this box, sign page 3. Independent students must submit an IRS verification of non-filing letter. See page 3. I (student) was not employed in 2016, had no income earned from work, did not file, will not file, and am not required to file a 2016 income tax return with the IRS.</p>	<p>Parent 1 - Not employed - Did not file. Check this box, sign page 3. Parent 1 must submit an IRS verification of non-filing letter. See page 3. I (parent 1) was not employed in 2016, had no income earned from work, did not file, will not file, and am not required to file a 2016 income tax return with the IRS.</p>
<p>Spouse - Employed but did not file. Check this box, submit 2016 W-2 form(s), fill out the chart below, and sign page 3. Spouse must submit an IRS verification of non-filing letter. See page 3. I (spouse) was employed in 2016 but did not file, will not file, and am not required to file a 2016 income tax return with the IRS.</p>	<p>Parent 2 - Employed but did not file. Check this box, submit 2016 W-2 form(s), fill out the chart below, and sign page 3. Parent 2 must submit an IRS verification of non-filing letter. See page 3. I (parent 2) was employed in 2016 but did not file, will not file, and am not required to file a 2016 income tax return with the IRS.</p>
<p>Spouse - Not employed - Did not file. Check this box, sign page 3. Spouse must submit an IRS verification of non-filing letter. See page 3. I (spouse) was not employed in 2016, had no income earned from work, did not file, will not file, and am not required to file a 2016 income tax return with the IRS.</p>	<p>Parent 2 - Not employed - Did not file. Check this box, sign page 3. Parent 2 must submit an IRS verification of non-filing letter. See page 3. I (parent 2) was not employed in 2016, had no income earned from work, did not file, will not file, and am not required to file a 2016 income tax return with the IRS.</p>
<p>Student/spouse - filed amended return. Check this box, submit a signed copy of the 2016 Form 1040X that was filed with the IRS, and submit a 2016 IRS Tax Return Transcript. See page 3. I/we corrected my/our 2016 Federal Income Tax Return using an Amended Return (Form 1040X).</p>	<p>Parent 1/Parent 2 - filed amended return. Check this box, submit a signed copy of the 2016 Form 1040X that was filed with the IRS, and submit a 2016 IRS Tax Return Transcript. See page 3. I/we corrected my/our 2016 Federal Income Tax Return using an Amended Return (Form 1040X).</p>

(Only Non-Filers should fill out this section) Employer's Name	Student/Spouse Annual Amount Earned in 2016	Parent(s) Annual Amount Earned in 2016	IRS W-2 Provided? If not, why?
ABC Auto Body Shop (examn/e/)		\$4,500	Yes
Total amount of income earned from work in 2016	\$0	\$0	

Section D: Certification and Signatures

Certifications and Signatures

Each person signing below certifies that all of the information reported in Sections A-C is complete and correct. The student and one parent whose information was reported on the FAFSA (if dependent) must sign and date.

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

Print Student's Name	Student's ID Number
Student's Signature	Date
Spouse's Signature (if required per Section C)	Date
Parent 1 Signature	Date
Parent 2 Signature (if required per Section C)	Date

Detailed Instructions and Explanations: 2018/19 FAFSA Verification Worksheet

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at fafsa.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. These instructions apply to each parent included in the household (if dependent) and to the student and spouse (if married). Notify the financial aid office if the student or spouse or parents had a change in marital status after December 31, 2016.

1. If you/your spouse and/or your parents used the IRS DRT when you completed your FAFSA on the Web, we should have your tax return data. If you did NOT use the DRT, and you are eligible to use the DRT, you may re-submit your 2018/19 FAFSA income tax data at www.fafsa.gov and select the IRS Data Retrieval Tool.

If you cannot use the IRS DRT, you may obtain a Tax Return Transcript free-of-charge using one of these methods:

- Get Transcript by MAIL - Go to www.irs.gov, click "Get my tax record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
 - Get Transcript ONLINE - Go to www.irs.gov, click "Get my tax record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT the** "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
 - Automated Telephone Request - 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
 - Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.
2. If you did not file a 2016 tax return, you must obtain a Verification of Non-Filing Letter from the IRS or other relevant tax authority dated on or after October 1, 2017 (dependent students are not required to submit this document). See IRS web site: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
Check box 7 and mail form 4506T to the IRS. Most requests will be processed within 10 business days.