



# 2022–2023 Academic Year Verification Worksheet (Dependent) BYU–Hawaii Financial Aid & Scholarships

**Dependent**

## Section A: Student’s Information

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Student’s Last Name	First Name	MI	Student’s BYUH ID #
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## Section B: Number of Household Members and Number in College

Number of Household Members: List below the people in the student’s household. Include:

- The student.
- The student’s parents.
- The parent’s and sibling’s if parents will provide more than half of the sibling’s support from July 1, 2022, through June 30, 2023, even if a sibling does not live with parents.
- Other people if they now live with the parent’s who provides more than half of that person’s support, and will continue to provide more than half of that person’s support through June 30, 2023.

Number in College: Include in the space below information about any household member 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, 2022, and June 30, 2023, 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)
		Self		

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.

## Section C: Student Verification of 2020 Income

- If student is an **IRS Tax Filers**, complete section **C1**.
- If student is an **IRS Non-Tax Filers**, complete section **C2**.
- If student is a **Foreign Tax Filers**, complete section **C3**.
- If student is a **Foreign Non-Tax Filers**, complete section **C4**.
- If student served **Church Mission in 2020**, complete section **C5**.
- If student is unmarried, skip section **D**.

## **Section C1: IRS Tax Filers**

Instructions: Complete this section if the student filed or will file a 2020 IRS income tax return(s). 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 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

If the student filed a joint 2020 IRS income tax return, check the box that applies:

The student has used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the student's FAFSA.

The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA.

The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution with a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules.

A **2020 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 "Return Transcript" and NOT the "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](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "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.

If the student filed a separate 2020 IRS income tax returns, the IRS DRT cannot be used and **the 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** must be provided for each.

Check here if a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules is provided.

Check here if a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules will be provided later.

## **Section C.2: IRS Nontax Filers**

Complete this section if the student will not file and are not required to file a 2020 income tax return with the IRS. Check the box that applies:

The student was not employed and had no income earned from work in 2020.

The student was employed in 2020 and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority was unable to obtain the required documentation.

Check here if confirmation of non-filing or a signed statement is provided for student and spouse.

Check here if confirmation of non-filing or a signed statement will be provided later for student and spouse.

**Section C.3: Foreign Tax Filers**

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if there are discrepancies to the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed. Check the box that applies:

Signed Non-IRS Income Tax Return is provided.

Signed Non-IRS Income Tax Return will be provided later.

**Section C.4: Foreign Non-Tax Filers**

Complete this section if the student will not file and are not required to file a Foreign 2020 income tax return. A signed statement of financial support must also be provided before verification can be completed. Check the box that applies:

Student was not employed and had no income earned from work in 2020.

Student was employed in 2020 and has listed below sources of income with the amount earned from each source.

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

**Section C5: Church Mission (If Applicable)**

Complete this section if the student served a full-time Church mission in 2020.

Student served during the months of \_\_\_\_\_ to \_\_\_\_\_, in the year 2020. The financial support paid towards the student's Church mission by family, friends, ward members, or donors was \$\_\_\_\_\_ per month.

## **Section D: Parent's Verification of 2020 Income**

- If parent(s) is/are **IRS Tax Filers**, complete section **D1**.
- If parent(s) is/are **IRS Non-Tax Filers**, complete section **D2**.
- If parent(s) is/are **Foreign Tax Filers**, complete section **D3**.
- If parent(s) is/are **Foreign Non-Tax Filers**, complete section **D4**.

### **Section D1: IRS Tax Filers**

Instructions: Complete this section if parent(s) filed or will file a 2020 IRS income tax return(s). 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 2020 income information that was transferred into the spouse's FAFSA using the IRS DRT if that information was not changed.

If parent(s) filed a joint 2020 IRS income tax return, check the box that applies:

Parent(s) has/have used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the spouse's FAFSA.

Parent(s) has/have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA.

Parent(s) is/are unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution with a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules.

A **2020 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 "Return Transcript" and NOT the "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](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "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.

If the parent(s) filed a separate 2020 IRS income tax returns, the IRS DRT cannot be used and **the 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** must be provided for each.

Check here if a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules is provided.

Check here if a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules will be provided later.

**Section D2: IRS Nontax Filers**

Complete this section if the spouse will not file and are not required to file a 2020 income tax return with the IRS. Check the box that applies:

Parent(s) was/were not employed and had no income earned from work in 2020.

Parent(s) was/were employed in 2020 and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 IRS W-2 forms issued to the spouse and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority was unable to obtain the required documentation.

- Check here if confirmation of non-filing or a signed statement is provided for parent(s).
- Check here if confirmation of non-filing or a signed statement will be provided later for parent(s).

**Section D3: Foreign Tax Filers**

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if there are discrepancies to the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed. Check the box that applies:

- Signed Non-IRS Income Tax Return is provided.
- Signed Non-IRS Income Tax Return will be provided later.

**Section D4: Foreign Non-Tax Filers**

Complete this section if parent(s) will not file and are not required to file a Foreign 2020 income tax return. A signed statement of financial support must also be provided before verification can be completed. Check the box that applies:

- Parent(s) was/were not employed and had no income earned from work in 2020.
- Parent(s) was/were employed in 2020 and has listed below sources of income with the amount earned from each source.

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

**Section E: Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date