



**2020–2021 Academic Year  
Verification Worksheet (Dependent)  
BYU-Hawaii Financial Aid**

**Dependent**

Your **2020–2021** 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, the BYU-Hawaii Financial Aid Office 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 the BYU-Hawaii Financial Aid Office. Our office may also ask for additional information. If you have questions about verification, contact the BYU-Hawaii Financial Aid Office 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	

=====

**B. Number of Household Members and Number in College:** 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, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. 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, 2021.

Number in College: Include in the space below information about any household member, excluding the 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, 2020, and June 30, 2021, 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. 2018 Income Information for Student (Instructions: If Tax Filer, complete #1. If Nontax Filer, complete #2)**

**1)Tax Filers: Complete this section if the student filed or will file a 2018 IRS income tax return(s).**

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2018 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 2018 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 **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules**. A **2018 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.

\_\_\_ Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules** is provided.

\_\_\_ Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules** will be provided later.

The student served a full-time LDS mission in 2018, from (months) \_\_\_\_\_ to \_\_\_\_\_. \$ \_\_\_\_\_ per month was paid in financial support.

**2)Nontax Filers: Complete this section if the student will not file and are not required to file a 2018 income tax return with the IRS.**

Check the box that applies:

- The student was not employed and had no income earned from work in 2018.
- The student served a full-time LDS mission in 2018, from (months) \_\_\_\_\_ to \_\_\_\_\_. \$ \_\_\_\_\_ per month was paid in financial support.
- The student was employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2018 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 2018
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 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 nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation.

\_\_\_ Check here if confirmation of nonfiling or a signed statement is provided.

\_\_\_ Check here if confirmation of nonfiling or a signed statement will be provided later.

**D. 2018 Income Information for Parents Tax Filers (Instructions: If Tax Filer, complete #1. If Nontax Filer, complete #2)**

**1)Parent Tax Filers:** Complete this section if the parents filed or will file a 2018 IRS income tax return(s).

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules**. A **2018 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 parents filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules** must be provided for each.

\_\_\_ Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules** is provided.

\_\_\_ Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules** will be provided later.

**2)Parent Nontax Filers:** (Complete this section if the parents will not file and are not required to file a 2018 income tax return with the IRS. The instructions and certifications below apply to each parent included in the household.)

**Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2018.
- One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2018 IRS W-2 forms issued to the parents 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 2018
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 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 nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation.

\_\_\_ Check here if confirmation of nonfiling or a signed statement is provided.

\_\_\_ Check here if confirmation of nonfiling or a signed statement will be provided later.

**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.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

~BYU-Hawaii Financial Aid Office ~ 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)

*Do not mail this worksheet to the U.S. Department of Education. You should make a copy of this worksheet for your records.*