



# 2019–2020 Academic Year Verification Worksheet (Independent) BYU-Hawaii Financial Aid

**Independent**

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, 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. Student's Information:**

\_\_\_\_\_  
 Student's Last Name                      First Name                      MI                      Student's BYUH ID #

\_\_\_\_\_  
 Spouse's Last Name                      First Name                      MI                      Student's BYUH ID # (if applicable)

\_\_\_\_\_  
 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:** List 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, 2019, through June 30, 2020, 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, 2020.

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, 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. Student Income Information To Be Verified (Choose #1-Tax Filer or #2-Nontax Filer)**

- 1) **Student Tax Filers.** Complete this section if the student filed or will file a 2017 IRS income tax return(s). Please notify the financial aid office 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 the financial aid office 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. If Married, Spouse's Income Information To Be Verified (Choose #1-Tax Filer or #2-Nontax Filer)**

- 1) **Spouse Tax Filers.** Complete this section if the student filed or will file a 2017 IRS income tax return(s). Please notify the financial aid office 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's spouse **has used the IRS DRT** in FAFSA to transfer 2017 income tax return information into the student's FAFSA.  
 The student's spouse **has provided a 2017 IRS Tax Return Transcript** or Signed 2017 Foreign Tax Forms equivalent.  
 The student's spouse **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.

3) **Spouse Nontax Filers.** Complete this section if the student will not file or is not required to file a 2017 income tax return. Please notify the financial aid office 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’s spouse **served a full-time LDS mission** in 2017.
- The student’s spouse 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’s spouse provided signed statement of financial support in 2017, not serving a mission.
  - The student’s spouse provided Verification of Non-Filing Status (VNFS) from the IRS or Foreign Tax Form equivalent dated on or after October 1, 2018.
- The student’s spouse **was not employed and no income** was earned in 2017.
- The student’s spouse has provided a signed statement of financial support for 2017.
  - The student’s spouse 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’s spouse **was employed but did not file taxes** in 2017.
- The student’s spouse listed below the names of all employers and the amount earned from each employer in 2017.
  - The student’s spouse has provided W-2 forms for all employers listed. *If W-2 not available, signed statement of explanation needed.*
  - The student’s spouse 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’s spouse 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	\$	

**E. Certifications and Signatures:**

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 (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouses’s Signature (Optional)

\_\_\_\_\_  
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 Office ~ BYUH #1955 ~ 55-220 Kulanui St. Laie, HI 96762 ~

Phone: (808)675-3316 ~ Fax: (808)675-3323 ~ Email: [financialaid@byuh.edu](mailto:financialaid@byuh.edu)