

HARTWICK COLLEGE

2020-2021 VERIFICATION WORKSHEET

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. During this process, Hartwick will compare information from your FAFSA application with documentation you are required to provide us under federal financial aid program rules. If there are differences, your FAFSA information may need to be corrected. It is important to submit the paperwork as soon as possible. Until the process is complete, some or all of your aid may not be reflected on your account. Students who do not submit all required documents will not receive Title IV funds, but may receive their institutional merit scholarships.

**Complete both sides, then mail to: Hartwick College, Financial Aid Office, P.O. Box 4020, Oneonta, NY 13820;
or, scan and email both sides of this form to finaid@hartwick.edu; or, fax both sides to 607-431-4006**

STEP 1: STUDENT INFORMATION

Student Name _____ Student ID # _____
 Last First MI

Student Date of Birth _____

Student Telephone Number _____ Student E-Mail _____

Parent Telephone Number _____ Parent E-Mail _____

STEP 2: FAMILY INFORMATION

You are considered a Dependent Student if you are required to provide parental data on your Free Application for Federal Student Aid (FAFSA). You are an Independent Student if you are not required to provide parental data on the FAFSA.

Dependent Students: List below the people in the parents' household. Include:

- The student
- The parent(s) (including a stepparent), even if the student doesn't live with the parents.
- The parents' other children if the parent(s) 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.
- Other people if they now live with the parent(s) **AND** the parent(s) provide more than half of their support, **AND** will continue to provide more than half of that person's support through June 30, 2021.

Independent Students: List below the people in the student's household. Include:

- The student and spouse, if married.
- The student's children or spouse's children, if the student or spouse will provide more than half of the children's support from July 1, 2020 through June 30, 2021, even if the 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 their support **AND** will continue to provide more than half of their support through June 30, 2021.

Also write in the name of the college for any household member who will be attending college at least half-time between July 1, 2020 and June 30, 2021, **AND** will be enrolled in a degree, diploma, or certificate program. Attach an additional sheet if necessary.

Full Name	Age	Relationship	College
		Self (student)	Hartwick College

ALL TAX FILERS: If you did not use, or chose not to use, the IRS Data Retrieval Tool on your FAFSA, you **must** provide 2018 Federal tax information by one of these options:
 -submit a **SIGNED** copy of your **2018 Federal Tax Return**, including Schedules 1, 2 and 3, if filed.
 -OR, request a **2018 IRS Tax Return Transcript** (not an Account Transcript), free of charge, for Steps 3 and 4, by contacting the IRS at <https://www.irs.gov/individuals/get-transcript> or call 1-800-908-9946.

NON-FILERS: Parents and ALL independent students: If you did not file a **2018** tax return, you **must** submit an IRS **Verification of Nonfiling Letter** using Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> .
 On Form 4506-T, check box 7 and enter 12/31/2018 at Step 9, sign and date it, and then mail it to the IRS (as indicated on the back of the form). If you did work, you **must also** provide all **2018 W-2 forms**.

Dependent students: If you did work, but did NOT file a tax return, you **must** provide all **2018 W-2 forms**.

STEP 3: STUDENT (AND SPOUSE IF MARRIED) TAX & INCOME INFORMATION

TAX RETURN FILERS: CHECK THE ONE (1) BOX THAT APPLIES:

- I/we used the IRS Data Retrieval Tool to retrieve and transfer **2018** IRS income information into the FAFSA.
- I/we was/were unable or chose not to use the IRS Data Retrieval Tool, and I/we will submit or have submitted to the school a **signed copy of the 2018 Federal Tax Return OR a 2018 IRS Tax Return Transcript**.

TAX RETURN NONFILERS: CHECK THE ONE (1) BOX THAT APPLIES:

- I/we was/were not employed and had no income earned from work in 2018.
- I/we was/were employed in 2018 and have listed below the names of all employers and the amount earned in 2018. I/we have completed the table below and attached **ALL 2018 W-2 forms** (including Work-Study).

Source(s) of Income (fill out only if you did NOT file taxes)	Amount Earned in 2018
	\$
	\$

FOR INDEPENDENT STUDENTS ONLY: Confirmation of Non-Filing Letter _____ is provided _____ will be provided later

STEP 4: PARENT TAX & INCOME INFORMATION

TAX RETURN FILERS: CHECK THE ONE (1) BOX THAT APPLIES:

- Student's parent(s) used the IRS Data Retrieval Tool to transfer **2018 IRS income information** into the FAFSA.
- Student's parent(s) were unable or chose not to use the IRS Data Retrieval Tool, and will submit or have submitted to the school a **signed copy of the 2018 Federal Tax Return OR a 2018 IRS Tax Return Transcript**.

If parents file separate tax returns, each parent must provide tax information.

TAX RETURN NONFILERS: CHECK THE ONE (1) BOX THAT APPLIES:

- Student's parent(s) had no income earned from work in **2018** and were not required to file a 2018 tax return.
- One or both parents were employed in 2018 and have listed below the names of all employers and the amount earned in 2018. Student's parents have completed the table below and attached **ALL 2018 W-2 forms**.

Source(s) of Income (fill out only if you did NOT file taxes)	Amount Earned in 2018
	\$
	\$

REQUIRED: Confirmation of Non-Filing Letter _____ is provided _____ will be provided later

STEP 5: SIGN THIS WORKSHEET

I/we certify that all of the information reported on this worksheet is complete and correct.

Student Signature

Date

Parent Signature (required, if dependent student)

Date