HAMPTON UNIVERSITY

HAMPTON UNIVERSITY, Office of Financial Aid,
HAMPTON, VIRGINIA 23668

2013–2014 Verification Worksheet - Independent Student

Your 2013–2014 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 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 the financial aid office. Please note that 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.

A. Independent Student's Information **HU Student ID#** _____

Student's Last Name _____ Student's First Name _____ Student's M.I. _____ Student's Social Security Number _____

Student's Street Address (include apt. no.) _____ Student's Date of Birth _____

City _____ State _____ Zip Code _____ Student's Email Address _____

Student's Home Phone Number (include area code) _____ Student's Alternate or Cell Phone Number _____

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the child would be required to provide your information if they were completing a FAFSA for 2013–2014. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013, and June 30, 2014. *If more space is needed, attach a separate page with the student's name and HUID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*
		Self		

Student's Name: _____ **HU ID #:** _____

C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If you, or your spouse if married, will file, an amended 2012 IRS tax return, you must contact the financial aid administrator before completing this section.

   Instructions: Complete this section if you, the student, filed or will file a 2012 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

   Check the box that applies:

   ☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my (and, if married, my spouse's) 2012 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process*.

   ☐ I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer my (and, if married, my spouse's) 2012 IRS income information into the student's FAFSA once the student has filed a 2012 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool.* ***Your school cannot complete the verification process until the IRS information has been transferred into the FAFSA.***

   ☐ I, the student am unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school a **2012 IRS tax return transcript—**not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2012 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

   ☐ *Check here if an IRS tax return transcript is attached to this worksheet.*

   ☐ *Check here if an IRS tax return transcript will be submitted to the student's school later.* ***Verification cannot be completed until the IRS tax return transcript has been submitted to your school.***

2. TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2012 income tax return with the IRS.

   Check the box that applies:

   ☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2012; yet received untaxed monetary gifts, charity, $ _____ donations, and/or support in the amount of

   ☐ The student (and/or the student's spouse, if married) was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top*.

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000.00(example)*	*Yes(example)*

Student's Name: _____ **HU ID #:** _____

D. Receipt of SNAP Benefits

Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. **If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.**

E. Child Support Paid

Complete this section if you or your spouse, if married, paid child support in 2012.

Either I, or my spouse if married, who is listed in Section B of this worksheet paid child support in 2012. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2012 for each child. **If asked by the school, I will provide documentation of the payment of child support.** *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2012
Marty Jones	*Chris Smith (example)*	*Terry Jones*	*$6,000.00*

F. Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at **HAMPTON UNIVERSITY** to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official the following:

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)
and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost

of attending **HAMPTON UNIVERSITY** for 2013-2014.

_____ _____
(Student's Signature) (Date)

_____
(Student's HU ID Number)

Student's Name: _____ HU ID#: _____

G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

_____ _____

Student's Signature Date

_____ _____

Spouse's Signature Date

Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.