



**2018-2019**  
**V1 Independent Institutional Verification Worksheet**  
Financial Aid Office • **411 Central Ave.** • **Salinas, CA 93901**

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process we will compare information from your FAFSA with the information you provide on this form. If necessary, we will make corrections and update your FAFSA application.

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Student's Last Name, First Name M.I.

Hartnell Student ID #

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Student's Street Address (include apt. no.)

Student's Date of Birth

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City State Zip Code

Student's Email Address

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Student's Home Phone Number (include area code)

Student's Alternate or Cell Phone Number

**Priority Due Date: ASAP\***

Submit the completed and **signed** forms to 1 of our 3 locations:

*Financial Aid Office: Building B*  
411 Central Ave.  
Salinas, CA 93901  
(831) 755-6806

*Alisal Campus*  
1752 E. Alisal St.  
Salinas, CA 93905  
(831) 755-6960

*King City Education Center*  
117 N. 2<sup>nd</sup> St.  
King City, CA 93930  
(831)386-7100

To protect your personal information please consider bringing these documents to the Hartnell College Financial Aid Office in person. If you have questions about the information contained in this packet, please contact us at (831) 755-6806.

Please be advised that due to FERPA laws, our office does not disclose any information pertaining to your financial aid file by phone. Students will need to come in person with a picture ID for additional information.

Use the checklist below before submitting your information to avoid delays:

**2016 IRS Tax Return Transcript (if you filed taxes and did not use the IRS Data Retrieval tool on the FAFSA)**

Attach copies of your 2016 IRS Tax Return Transcripts if you filed taxes. [If you did not file taxes; attach your 2016 IRS Wage & Income Transcript AND Verification of Non-Filing Letter from the IRS]. To obtain a copy of your 2016 IRS Tax Return Transcript [or 2016 IRS Wage & Income Transcript AND Verification of Non-Filing letter] go to <https://www.irs.gov/individuals/get-transcript>, use the IRS form [4506-T](#), or call 1-(844) 545-5640 to make an appointment at the Salinas IRS Office.

**Spouse's 2016 IRS Tax Return Transcripts (if you are married and filed separate 2016 Federal Taxes)**

Include your Spouse's 2016 IRS Tax Return Transcript if they were unable to use the IRS DRT. [If your Spouse did not file taxes; attach their 2016 IRS Wage & Income Transcript AND Verification of Non-Filing Letter]. To obtain a copy of their 2016 IRS Tax Return Transcripts [or their 2016 Wage & Income Transcript AND Letter of Non-Filing] go to <https://www.irs.gov/individuals/get-transcript>, use the IRS form [4506-T](#), or call 1-(844) 545-5640 to make an appointment at the Salinas IRS Office.

**Answer All Questions**

Answer every question. DO NOT LEAVE BLANKS. If something does not apply to you, respond using "N/A" (not applicable). A blank answer will mean the information is incomplete and you may be asked to complete a new packet, which may delay your financial aid disbursement.

**Signatures**

Signatures are required on the Certification section found on the last page of this packet

\*Verification forms are reviewed in the order in which they are received by the Hartnell Financial Aid Office

## Federal Tax Return and Income Information

### STUDENT:

**Check the box that applies:**

- I did not work* and was not required to file a 2016 Federal Tax Return:  
My 2016 IRS Wage & Income Transcript **AND** Verification of Non-Filing Letter from the IRS is attached  
(See page 1 for instructions on how to obtain)
- I worked but was not required to file 2016 Federal Taxes:*  
My 2016 IRS Wage & Income Transcript **AND** Verification of Non-Filing Letter from the IRS is attached

[Please list the names of all employers and the amount earned for each employer in 2016 below]

Employer's Name	IRS W-2 Provided?	Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

- I filed 2016 Federal Taxes and was able to use the IRS Data Retrieval Tool on the FAFSA
- I filed 2016 Federal Taxes but was unable to use the IRS Data Retrieval Tool on the FAFSA;  
A copy of my 2016 IRS Tax Return Transcript is attached

### SPOUSE (if applicable):

**Check the box that applies:**

- My spouse did not work* and was not required to file a 2016 Federal Tax Return. Attached is their  
A 2016 IRS Wage & Income Transcript **AND** the Verification of Non-Filing Letter from the IRS.
- My spouse worked but was not required to file 2016 Federal Taxes:*  
A 2016 IRS Wage & Income Transcript **AND** Verification of Non-Filing Letter is attached

[Please list the names of all employers and the amount earned for each employer in 2016 below]

Employer's Name	IRS W-2 Provided?	Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

- My spouse and I filed 2016 Federal Taxes and were able to use the IRS Data Retrieval Tool on the FAFSA
- My spouse and I filed 2016 Federal Taxes but were unable to use the IRS Data Retrieval Tool on the FAFSA; a copy of our 2016 IRS Tax Return Transcript is attached (only one copy needs to be provided)

**If student and spouse filed separate 2016 Income Tax Returns,  
A 2016 IRS Tax Return Transcript must be provided for both.**

## Household Information

### A. Students Household Information

List the people in your household. Include yourself and your spouse if you are married.

Include your children if (a) you will provide more than half of their support from July 1, 2018 through June 30, 2019 **or** (b) the children in question would be required to provide parental information when applying for federal student aid.

List any other people if they currently live with you and you and your spouse provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

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

	Full Name of Family Member in Household	Age	Relationship to Student	Name of College (if attending in 2018-19)	Will be Enrolled at Least Half Time (Yes or No)
<i>Student</i>		/	<i>Self</i>	<i>Hartnell College</i>	/
<i>Spouse</i>					
<i>Other Members in Household</i>					

## Certification

### B. Certification and Signatures

- I hereby declare that all information reported on this document is true and accurate to the best of my knowledge.
- I understand that any false statements or misrepresentations will be cause for denial, reduction, cancellation and/or repayment of financial aid
- I understand that these documents are reviewed in the order in which they are received by the Hartnell College Financial Aid Office and that if any additional documents are required; the Financial Aid Office will notify me via school email.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

**All applications for financial assistance programs; i.e., student loans, work Compensation, grants, scholarships, special funds, subsidies, prizes, etc., will be considered by the Hartnell College District / Local School District without regard to race, color, national origin, gender, marital status or disability. Harassment of any employee/student with regard to race, color, national origin, gender, marital status or disability is strictly prohibited.**