



2022-2023

V5 Independent Institutional Verification Worksheet
Financial Aid Office • 411 Central Ave. • Salinas, CA 93901

Your 2022-2023 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 packet. If necessary, we will make corrections and update your FAFSA application.

A. Student's Information

Student's Last Name, First Name M.I.	Hartnell Student ID #
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

Priority Due Date: ASAP*

Submit the completed and **signed** forms to 1 of our 4 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. 2nd St. King City, CA 93930 (831) 386-7100	Soledad Education Center 1505 Metz Rd Soledad, CA 93960
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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:

2020 IRS Tax Return Transcript or a Signed copy of your Income Tax Return (if IRS DRS Tool not used on the FAFSA)

Attach copies of your 2020 IRS Tax Return Transcripts if you filed taxes or Signed copy of your Income Tax Return. **[If you did not file taxes; attach your 2020 IRS Wage & Income Transcript AND Verification of Non-Filing Letter from the IRS]**. To obtain a copy of your 2020 IRS Tax Return Transcripts [or 2020 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 2020 IRS Tax Return Transcripts or Signed copy spouse's Income Tax Return (if IRS DRS Tool not used on the FAFSA)

Include your Spouse's 2020 IRS Tax Return Transcript or Signed copy of spouse's 2020 Income Tax Returns if you filed separate tax returns and they were unable to use the IRS DRT. **[If your Spouse did not file taxes; attach their 2020 IRS Wage & Income Transcript and Verification of Non-Filing]**. To obtain a copy of their 2020 IRS Tax Return Transcript [or their 2020 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.

Proof of High School Completion AND Government Issued Identification Card

Bring original diploma/certificate which shows you (the student) received your High School Diploma (or equivalent). Also bring your government issued ID such as State Driver's license, state ID or passport.

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 2020 Federal Tax Return:
Attached is my 2020 IRS Wage & Income Transcript **AND** Verification of Non-Filing Letter from the IRS (See page 1 for instructions on how to obtain)
- I worked but was not required to file 2020 Federal Taxes:*
A copy of my 2020 IRS Wage & Income Transcript is attached

[Please list the names of all employers and the amount earned for each employer in 2020 below]

Employer's Name	IRS Wage & Income Transcript Provided	Amount Earned in 2020
<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 2020 Federal Taxes and *was able to use the IRS Data Retrieval Tool on the FAFSA*
- I filed 2020 Federal Taxes *but was unable to use the IRS Data Retrieval Tool on the FAFSA;*
A copy of my 2020 IRS Tax Return Transcript/Signed copy of my 2020 Income Tax Return is attached

SPOUSE: (if applicable)

Check the box that applies:

- Spouse did not work* and was not required to file a 2020 Federal Tax Return.
Attached is their 2020 IRS Wage & Income Transcript(s) **AND** Verification of Non-Filing Letter from IRS (See page 1 for instructions on how to obtain)
- Spouse worked but was not required to file 2020 Federal Taxes;*
A copy of Spouse's 2020 IRS Wage & Income Transcript(s) is attached

[Please list the names of all employers and the amount earned for each employer in 2020 below]

Employer's Name	IRS Wage & Income Transcript Provided	Amount Earned in 2020
<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 2020 Federal Taxes and *were able to use the IRS Data Retrieval Tool on the FAFSA*
- My spouse and I filed 2020 Federal Taxes *but were unable to use the IRS Data Retrieval Tool on the FAFSA;* a copy of our 2020 IRS Tax Return Transcript/Signed Copy of my spouse's 2020 Income Tax Return is attached (only one copy needs to be provided)

If student and spouse filed separate 2020 Income Tax Returns:

A 2020 IRS Tax Return Transcript for both student and spouse or A Signed copy of 2020 Tax Income Returns for both

B. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's GED/HiSET/TASC certificate or GED/HiSET/TASC transcript.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

C. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at HARTNELL COLLEGE 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:

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and
(Print Student's Name)

that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending HARTNELL COLLEGE in 2022-23

(Student's Signature)

(Date)

Continue on to the next page

Household Information

D. 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, 2022 through June 30, 2023 **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 now live with you and you and your spouse currently provide more than half of their support and will continue to provide more than half of their support from July 1, 2022 through June 30, 2023.

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 2022-23)	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

E. 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 requested; 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.