



2022-2023
VI Dependent 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.

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
Center 117 N. 2nd St.
King City, CA 93930
(831) 386-7100

Soledad Education
1505 Metz Rd
Soledad, CA 93960

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 FAFSA)

Attach copies of your 2020 IRS Tax Return *Transcripts* or Signed copy of your *Income Tax Return*, if you filed taxes. **[If you did not file taxes, attach your 2020 IRS Wage & Income Transcript from the IRS]**. To obtain a copy of your 2020 IRS Tax Return Transcript [or 2020 IRS Wage & Income Transcript] 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.

Parents 2020 IRS Tax Return Transcripts or a Signed copy of parents *Income Tax Return* (if IRS DRS Tool not used on FAFSA)

Include your Parents 2020 IRS Tax Return *Transcript* or Signed copy of parents *Income Tax Return* if they were unable to use the IRS DRT. **[If your Parent(s) did not file taxes; attach their 2020 IRS Wage & Income Transcript(s) AND Verification of Non-Filing Letter from the IRS]**. To obtain a copy of their 2020 IRS Tax Return Transcripts [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.

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

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

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

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: My 2020 IRS Wage & Income Transcript from the IRS is attached (See page 1 for instructions on how to obtain)

I worked but was not required to file 2020 Federal Taxes: My 2020 IRS Wage & Income Transcript from the IRS is attached

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

Employer's Name	IRS W-2 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

PARENT:

Check the box that applies:

Parent(s) did not work and was (were) 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)

Parent(s) worked but was (were) not required to file 2020 Federal Taxes; A copy of parents 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		\$

Parent(s) filed 2020 Federal Taxes and was (were) able to use the IRS Data Retrieval Tool on the FAFSA

Parent(s) filed 2020 Federal Taxes but was (were) unable to use the IRS Data Retrieval Tool on the FAFSA; A copy of parent(s) 2020 IRS Tax Return Transcript(s) is (are) attached (see page 1 for instructions)/Signed Copy of parent(s) 2020 Income Tax Return is attached.

If Parents are married and filed separate 2020 Income Tax Returns, a 2020 IRS Tax Return Transcript or Signed Copy of Parents 2020 Tax Return must be provided for both.

Household Information

A. Parent(s) Household Information

List the people in your parents' household. Include yourself and your parent(s) even if the student does not live with them.

Include children if (a) your parents 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 your parents and they 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>Parent 1</i>					
<i>Parent 2</i>					
<i>Student</i>			<i>Self</i>	<i>Hartnell College</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 requested; the Financial Aid Office will notify the student via school email.

Student's Signature (Required)

Date

Parent's Signature (Required)

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.