



**2022-2023**  
**V1 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 form. 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:

<i>Financial Aid Office: Building B</i> 411 Central Ave. Salinas, CA 93901 (831) 755-6806	<i>Alisal Campus</i> 1752 E. Alisal St. Salinas, CA 93905 (831) 755-6960	<i>King City Education Center</i> 117 N. 2nd St. King City, CA 93930 (831) 386-7100	<i>Soledad Education Center</i> 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 Transcript [**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 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 Letter**]. To obtain a copy of their 2020 IRS Tax Return Transcripts [**or their 2020 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**

**\*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 **AND** Verification of Non-Filing Letter from the IRS is attached

*I worked but was not required to file 2020 Federal Taxes:*  
My 2020 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 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

### SPOUSE (if applicable):

**Check the box that applies:**

*My spouse did not work* and was not required to file a 2020 Federal Tax Return. Attached is their  
A 2020 IRS Wage & Income Transcript **AND** the Verification of Non-Filing Letter from the IRS.

*My spouse worked but was not required to file 2020 Federal Taxes:*  
A 2020 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 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		\$

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 student and spouse must be provided.**

### 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, 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 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, 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

#### 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.**