

INSTRUCTIONS

Your 2018–2019 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 2016 income information you reported on your FAFSA. In the Verification process, we will compare your FAFSA with your answers on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **After reviewing your information, 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.

WHAT YOU SHOULD DO

1. You and at least one parent must complete and sign the worksheet (on the back of this document).
2. Collect your and your parent(s) requested financial documents (2016 Federal Tax Return Transcripts & 2016 W2 Forms).
3. Submit the completed worksheet and appropriate financial documents to the Hood College Financial Aid Office via e-mail, fax, mail, or in person.

E-mail: finaid@hood.edu

Fax: 301-696-3812

Mail: Attn. Office of Financial Aid
401 Rosemont Avenue
Frederick, MD 21701

Ways to Get Transcripts

You may register to use [Get Transcript Online \(https://www.irs.gov/individuals/get-transcript\)](https://www.irs.gov/individuals/get-transcript) to view, print, or download all transcript types listed below. If you're unable to register or you prefer not to use Get Transcript Online, you may order a **tax return transcript** and/or a **tax account transcript** using [Get Transcript by Mail](#) or call 800-908-9946. Please **allow 5 to 10 calendar days** for delivery.

You may also request any transcript type listed below by faxing/mailing [Form 4506-T, Request for Transcript of Tax Return \(https://www.irs.gov/pub/irs-pdf/f4506t.pdf\)](#) as instructed on the form.

Acceptable Transcript Types (Provided by the IRS at no charge)

- **Tax Return Transcript** - shows most line items including your adjusted gross income (AGI) from your original tax return (Form 1040, 1040A or 1040EZ) as filed, along with any forms and schedules. It doesn't show changes made after you filed your original return. This transcript usually meets the needs of lending institutions offering mortgages and student loans.
- **Wage and Income Transcript** - shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. Current tax year information may not be complete until July.
- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year.

Note: A transcript isn't a photocopy of your return. If you need a copy of your original return, complete and mail [Form 4506-T, Request for Copy of Tax Return](#), along with the applicable fee.

Student ID #:



Standard Verification(Dependent) 2018-2019

Student's Last Name	Student's First Name	MI	Date of Birth (MM/DD/YYYY)
			/ /
Phone Number		Alternate Phone Number	
Current Student Email Address >>>			

A. Number of Household Members

Parents' household includes (*Please list all that apply below*):

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their support from July 1, 2018 through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

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

Full Name	Age	Relationship
		<i>Self</i>

B. Number of household Members in College

Include the name of the college for any household member above, **including yourself**, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019. **(Exclude parents)**

Full Name	College	Enrolled at Least Half Time (Yes or No)
	Hood College	

D. CERTIFICATIONS AND SIGNATURES

The person signing below certifies that all of the information reported on this worksheet is complete and correct. The student and at least one parent must sign this worksheet.

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

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