

HUMBOLDT STATE UNIVERSITY

2019-2020 VERIFICATION OF PARENT TAX INFORMATION AND INCOME

Dependent Student

STUDENT NAME: _____

HSU ID #: _____

Your student's financial aid application was selected for a process called "verification." Humboldt State University is required to confirm the income information you and your student reported on the 2019-2020 FAFSA. Accurate completion of this form is required in order to verify, process your student's application and award financial aid. **The instructions below apply to each parent included in the FAFSA.**

Section 1: FEDERAL TAX INFORMATION AND INSTRUCTIONS

A **2017 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Section 2: TAX RETURN FILERS. Complete this section if the parent (s) filed or will file a 2017 IRS income tax return (s)

Check one box below:

- The **PARENTS** have used the *IRS Data Retrieval Tool in FAFSA on the Web* to transfer 2017 income tax return information into the student's FAFSA.
- The **PARENTS** are unable or choose not to use the *IRS Data Retrieval Tool in FAFSA on the Web* and instead will provide our office with a **2017 IRS Tax Return Transcript (s)**
- The **PARENTS** filed **AND AMENDED** their 2017 federal tax return. Please note that in order to complete the verification process on your student's file we must receive all three documents listed below.
 - Signed copy of original 2017 federal tax return
 - Signed copy of 2017 IRS Form 1040X
 - Copy of 2017 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed) or any other IRS tax transcript (s) that includes all of the income and tax information required to be verified

Section 3: NON TAX FILERS. Complete this section if the parents will NOT file and are NOT required to file a 2017 income tax return with the IRS.

IMPORTANT: If you did not file and were not required to file a 2017 federal tax return you **MUST** also provide documentation from the IRS or other relevant tax authority dated on or after October, 1 2018 that indicates a 2017 IRS income tax return was NOT filed with the IRS or other relevant tax authority. A confirmation of non-filing can be obtained from the IRS using form 4506-T and checking box 7. Your student's file will not be review until we receive a confirmation of non-filing for each parent listed on the FAFSA

Check one box below:

- Neither parent (s) was employed and neither parent had income earned from work in 2017
- One or both parents were employed in 2017 and have listed below the names of all employers and the amount earned from each employer in 2017. Submit copies of all 2017 IRS W-2 forms and /or 1099 forms (If you no longer have a copy of the W2s form from your employer, use Form 4506-T to request an IRS Wage and Income Statement). List every employer even if the employer did not issue an IRS W-2 form.

	Name of Parent	2017 Employer (S)	Amount Earned Jan. 2017-Dec. 2017
Parent 1			\$
Parent 2			\$

One parent and student must sign. By signing this form we certify that all information reported on or submitted with this form is complete and correct to the best of our knowledge. We understand that if we purposely give false or misleading information to qualify for financial aid, we may be subject to prosecution, which may result in a fine, a prison sentence, or both.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

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