



## VERIFICATION INSTRUCTIONS AND MATERIALS 2018-2019

Your 2018-2019 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 must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information you provide on the attached worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected.

You must complete and sign the Verification Worksheet, attach any required documents, and submit the form and other required documents to the HPU Financial Aid Office. We may ask for additional information. If you have any questions about verification, contact the Financial Aid Office at 325/649-8015 as soon as possible so that your financial aid will not be delayed.

**Please see the information below for individuals who have filed an extension or filed an amended tax return.** For all other unusual circumstances, please contact our office at 325/649-8015.

### **Verification of 2016 IRS Income Tax Return Information for Individuals Granted a Filing Extension by the IRS**

Individuals who have only been granted an automatic six-month extension (until October 18, 2017) by the IRS for the tax year 2016 should have filed their tax returns at this point and must either use the IRS Data Retrieval Tool or submit an IRS Tax Return transcript.

An individual who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2016, must provide the following documents:

- A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016; and
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016, and
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2017, and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2016, and
- A statement providing the anticipated date the 2016 tax return will be filed.

**Taxfiler(s) will also be asked to complete the "Verification of 2016 Income Tax Return for Individuals Granted a Filing Extension by the IRS". This form is available in the HPU Financial Aid Office.**

### **Verification of 2016 IRS Tax Return Information for Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2016, must provide both of the following:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), and
- A signed copy of the **2016 IRS Form 1040X**, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Our verification policies are on the back of this page. Please submit the completed Verification Worksheet and all required documentation to the HPU Office of Financial Aid as soon as possible

**MAILING ADDRESS:**

Office of Financial Aid  
Howard Payne University  
1000 Fisk Street  
Brownwood, TX 76801-2715

**FAX NUMBER:**

325/649-8973

## VERIFICATION

This is the process of checking the accuracy of the information that students provide when they apply for aid under the student financial assistance programs administered by the U.S. Department of Education. The verification procedures are governed by the Higher Education Act of 1965, as amended, and Subpart E of CPR 668, Verification of Student Aid Applicant Information.

Applications are selected for verification by either the Central Processing Center (CPS) or the school. If a student's application is selected for verification, he or she must complete the verification process or forfeit federal student aid eligibility. It is the policy of Howard Payne University to withhold all awards and disbursements of federal student aid funds until the verification process is complete.

### APPLICANT RESPONSIBILITIES

The applicant must submit all information as requested on the Verification Worksheet. All requested information must be submitted as soon as possible to evaluate your eligibility.

### DEADLINES

**Federal Pell Grant:** A Federal Pell Grant recipient selected for verification must complete the process no later than 120 days after the last date of enrollment or the deadline published in the *Federal Register*, whichever is earlier. The student has completed verification when he or she has submitted all required documentation and has ensured that needed corrections are made or has shown, as required, that the application data are correct. In addition to all verifying documentation, the **HPU Office of Financial Aid must have on file the final and valid federal output document, showing the official EFC.**

**Federal SEOG, Federal Perkins Loan, Federal Work-Study, Federal Subsidized Direct Loan:** The applicant must complete the verification process at least 30 days before the last date of enrollment of the enrollment period. The student has completed verification when he or she has submitted all requested documentation to the HPU Office of Financial Aid. We must also have on file an output document that shows that the student's application data were processed through the Central Processing Agency (CPS) at least once.

**The consequences of failing to complete verification within the established deadlines are as follows:**

**Federal Pell Grant:** The applicant forfeits the Federal Pell Grant for the award year.

**Federal SEOG, Federal Perkins Loan, Federal Work-Study, Federal Subsidized Stafford Loan:** The applicant will not receive any funds from these programs for the award year.

### CORRECTIONS

If corrections are necessary:

1. The student makes the necessary corrections on the Student Aid Report (SAR) or via the Web (using a Federal Student Aid ID) at [www.fafsa.gov](http://www.fafsa.gov). The IRS Data Retrieval Tool is available for income related corrections.
2. **If all of the required signed documentation** is on file in the HPU Office of Financial Aid, the corrections can be made electronically through the Central Processing System (CPS) by HPU.

After the corrections are processed, the student will receive an Information Acknowledgement or a corrected SAR, which will need to be reviewed carefully. No further action on the part of the student is required if all information is correct.

### NOTIFICATION METHOD

Routinely no awards will be made until the verification process is complete; however, should it become necessary to verify an application after an award package has been accepted, the applicant will be notified of any revisions to the awards via the official HPU e-mail of the student. The student will be sent a revised award letter, which will require acceptance by the student and the student's signature.

**MAILING ADDRESS:** OFFICE OF FINANCIAL AID, HOWARD PAYNE UNIVERSITY, 1000 FISK AVENUE, BROWNWOOD, TX 76801-2715  
**PHONE:** 325/649-8015 **FAX:** 325/649-8973 **E-MAIL:** [financial-aid@hputx.edu](mailto:financial-aid@hputx.edu) **LOCATION:** Room 109 Packer Administration Building, HPU campus.



## 2018–2019 Verification Worksheet Independent Student

### SECTION I: Independent Student Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Cell Phone Number
City	State	Zip Code	Student's Email Address

### SECTION II. Number of Household Members and Number in College

List below the people in your household. Include:

- Yourself
- Your spouse, if you are married
- Your other children and/or your spouse's children if you or your spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2019,
- Other people, if they now live with the student, and the student or spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018 and June 30, 2019.

*If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Howard Payne University</i>	

We may require more information regarding the household members enrolled in eligible postsecondary educational institutions.

## VERIFICATION OF 2016 INCOME TAX RETURN INFORMATION

The best way to verify income is by using the "LINK TO IRS" (IRS Data Retrieval Tool/ DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2016 taxable income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. If the student is married and the student and spouse filed separate tax returns, the IRS DRT cannot be used and 2016 IRS Tax Return Transcripts must be provided for each. **If the student and/or parent is unable or chooses not to use the IRS DRT in FAFSA on the Web, a 2016 IRS Tax Transcript must be provided and may be obtained through:**

- **GET TRANSCRIPT BY MAIL** -Go to [www.irs.gov](http://www.irs.gov) under the "Tools" heading on the IRS homepage, click "GET A TAX TRANSCRIPT BY MAIL". Click "Get Transcript by Mail". **Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."** Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return).
- **GET TRANSCRIPT ON-LINE**– Go to [www.irs.gov](http://www.irs.gov), under "Tools", click "Get a tax transcript". Click "Get Transcript ONLINE. Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Account Transcript". To use the Get Transcript Online tool, the user must have (1)access to a valid e-mail 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 for a home mortgage or home loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **AUTOMATED TELEPHONE REQUEST** – 1-800-908-9946
- **PAPER REQUEST FORM** – IRS Form 4506T-EZ or IRS Form 4506-T at [www.irs.gov](http://www.irs.gov)

Student's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**SECTION V. Independent Student Income Information**

The instructions below apply to the student and spouse, if the student is married. Notify the Financial Aid Office if the student or spouse filed **separate IRS income tax returns for 2016** or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

**Verification of 2016 IRS Income Tax Return Information for Student/Spouse Tax Filers**

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.

\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided. \_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

If married, complete this section:

- The spouse has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The spouse has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The spouse is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.

\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided. \_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

**Verification of 2016 Income Information for Student/Spouse Nontax Filers**

Complete this section if the student and/or spouse will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2016.
- The spouse was not employed and had no income earned from work in 2016.
- The student/spouse was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided by the employer. [Attach copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Name of Wage Earner	IRS W-2 Provided by the Employer?	2016 Amount Earned

Note: We may require you to provide documentation from the IRS that indicates that a 2015 income tax return was not filed with the IRS.

**CONFIRMATION OF NON-FILING**

- Nontax filers must provide confirmation of non-filing dated on or after October 1, 2017.
- Tax filers who received an extension but still have not filed their 2016 income tax must provide confirmation of non-filing dated on or after October 1, 2017.
- A confirmation of non-filing can be obtained from the IRS at [www.irs.gov](http://www.irs.gov) using Form 4506-T and checking Box 7.

\_\_\_ Check here if confirmation of non-filing is provided.

\_\_\_ Check here if confirmation of non-filing will be provided later. (Verification cannot be completed until this is received.)

**SECTION VII: Verification of Student/Spouse's Other Untaxed Income for 2016**

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested. Answer each question below as it applies to the student and the student's spouse, if married. To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2016, multiply that amount by the number of months in 2016 you paid or received it. If you did not pay or receive the same amount each month in 2016, add together the amounts you paid or received each month. If more space is needed, provide a separate page with the student's name and ID number at the top.

**A. Payments to tax-deferred pension and retirement savings**

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Total Amount Paid in 2016

**B. Child support received**

List the actual amount of any child support received in 2016 for the children in your household.

Do not include foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Amount of Child Support Received in 2016

**C. Housing, food, and other living allowances paid to members of the military, clergy, and others**

Include cash payments and/or the cash value of benefits received. If a parsonage was provided, report the fair rental value of the housing provided. Do not include the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2016

**D. Veterans non-education benefits**

List the total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. Do not include federal veterans educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill

Name of Recipient	Type of Veterans Non-education Benefit	Amount of Benefit Received in 2016

**E. Other untaxed income**

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc. Do not include any items reported or excluded in A – D above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2016

**SECTION VIII: Certifications and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student must sign and date. Signatures below authorize Howard Payne University officials to make any electronic corrections needed to the information reported on the Free Application for Federal Student Aid (FAFSA) as a result of the verification process.

Student's Printed Name \_\_\_\_\_ Student Id# \_\_\_\_\_

Spouse's Printed Name (If Applicable) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_