



Haskell Indian Nations University  
Financial Aid Office  
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Lawrence, KS 66046

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## 2020-2021 DEPENDENT STUDENT VERIFICATION WORKSHEET

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding federal student aid, we may need to confirm the information you reported on your FAFSA before awarding Federal Student Aid using this worksheet and other required documents. If there are differences your FAFSA information may need to be corrected. You and any parent whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid office. 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.

<input type="checkbox"/>	<b>V1 Standard</b>	<b>Complete Sections 1, 1A, 2, 3A, 3B and/or 3C, and 5 (Only)</b>
<input type="checkbox"/>	<b>V4 Custom</b>	<b>Complete Sections 1, 1A, 4, 5 and identify and statement of Education Purpose. (Only)</b>
<input type="checkbox"/>	<b>V5 Aggregate</b>	<b>Complete Sections 1, 1A, 2, 3A, 3B and/or 3C, 4, 5, and identity and statement of Educational Purpose. (All sections)</b>

### 1. Student Information

<b>Name:</b>	<b>Student ID Number:</b>
<b>Address:</b>	<b>Phone Number:</b>
<b>City, State Zip:</b>	<b>I plan on living: This needs to match your FAFSA status.</b>
<b>Email:</b>	<input type="checkbox"/> On campus <input type="checkbox"/> Off campus
	<input type="checkbox"/> Off campus with parents
<b>I plan on attending the following semesters:</b>	<input type="checkbox"/> Fall 2020 <input type="checkbox"/> Spring 2021 <input type="checkbox"/> Summer 2021
<b>List ALL names of any other Colleges, Universities or vocational/ technical schools that you have attended previously.</b>	<b>1.</b>
	<b>2.</b>
<b>Have you graduated with an AA/AS or BS/BA degree?</b>	<b>3.</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No Select either AA/AS or BS/BA	<b>4.</b>

### 1A. Financial Aid Release of Information

<input type="checkbox"/> I release Financial Aid information and records to my Higher Education department, Haskell TRIO, Student Success, and AICF. In addition to that, I release information to the individuals listed below.	
<input type="checkbox"/> I elect confidentiality and do not want any information released to anyone.	
<b>Tribe Name:</b>	<b>Name:</b>
<b>Higher Education Department</b>	<b>Relationship:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Name:</b>	<b>Name:</b>
<b>Relationship:</b>	<b>Relationship:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>

## 2. Household Information

List the people in your parents' household. Include:

- Yourself, even if you do not live with your parents.
- Your children, if they will receive more than half of their support from your parents from July 1, 2020 through June 30, 2020.
- Your parents. **Do not include** a parent who is not living in the household due to separation, divorce, or death.
- Your parents' other children if they will receive more than half of their support from your parents from July 1, 2020 through June 30, 2021. Include graduate students, but not children for whom child support is paid or foster children supported by another entity
- Your unborn child and/or your parent's unborn child, if that child will be born before June 30, 2021, and your parents will provide more than half of the child's support from the projected date of birth through June 30, 2021.
- Other people, if they live with you and receive more than half of their support from your parents at the time of application and will continue to receive more than half of their support from July 1, 2020 through June 30, 2021.
- If you listed more than two individuals in college, we will need a class schedule of the other individual in college.

***If dependents listed below will be enrolled at least half time in a degree, diploma or certificate program at a postsecondary educational institution anytime between July 1, 2020 and June 30, 2021, please complete the information in column four. If not, please leave column blank.***

Full Name	Age	Relationship	College During 20-21
		Self	Haskell
		Mother	NA
		Father	NA

### Dependent Student's Family Information

What is the marital status of the **parent(s)** whose information was reported on the FAFSA? If parent is married to someone other than your other birth parent, the status should still be married.

- ☐ Married/Remarried
 ☐ Divorced
 ☐ Separated
 ☐ Widowed
- ☐ Unmarried and Both Parents (biological/adoptive) Living Together
 ☐ Never Married

### Child Support - Received

Did the student's parent (as listed on the FAFSA) RECEIVE child support in 2018?

- ☐ Yes – List total the amount received in 2018 for all children \$\_\_\_\_\_
- ☐ No

### 3A. Tax Forms and Income Information

All tax filers must submit a copy of their 2018 IRS Tax Return Transcript or a signed copy of their tax return that was filed with the IRS or other relevant tax authority *unless* they have transferred their 2018 income tax return information into the FAFSA using the IRS Data Retrieval Tool (IRS DRT) in FAFSA on the Web or the myStudentAid app and have not subsequently changed that information. Please submit copies of IRS Form 1040 Schedules 1, 2, and 3 if they were filed with the tax return. Please **DO NOT** submit copies of any other IRS schedules (4, 5, 6, A, B, C, etc.), or state tax returns.

If either the student or a parent **did not and will not file** a 2018 federal tax return, that individual(s) should go to Section 3C.

### 3B. Verification of 2018 IRS Income Tax Return Information for Student and Parent Tax Filers

<input type="checkbox"/> The student has used the IRS DRT to transfer 2018 IRS income tax return information into the student's FAFSA.	<input type="checkbox"/> The student has not yet used the IRS DRT but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA once the 2018 IRS income tax return has been filed.
<input type="checkbox"/> The parent has used the IRS DRT to transfer 2018 IRS income tax return information into the student's FAFSA.	<input type="checkbox"/> The parent has not yet used the IRS DRT but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA once the 2018 IRS income tax return has been filed.
<input type="checkbox"/> The student is unable or chooses not to use the IRS DRT, and instead will provide the school with a copy of his or her 2018 IRS Tax Return Transcript or signed tax return with applicable schedules noted above.	
<input type="checkbox"/> The parent is unable or chooses not to use the IRS DRT, and instead will provide the school with a copy of his or her 2018 IRS Tax Return Transcript or signed tax return with applicable schedules noted above.	

### Directions for using the IRS Data Retrieval Tool (IRS DRT) or requesting a Tax Return Transcript

- \*The IRS DRT is available in the financial information sections of the student's FAFSA. Go to <https://studentaid.ed.gov/sa/fafsa> and log in as a returning user. After you have logged in, choose the option for making corrections and locate the financial information sections. You will have the option to use the IRS DRT as long as you (student) or your parent has "Already Completed" an IRS income tax return. Once you use the IRS DRT for the student and/or parent, sign and submit the FAFSA. The FAFSA must be signed electronically with the student's and parent's Federal Student Aid ID (FSA ID) and re-submitted for processing. If you have any trouble with this process, feel free to call the Financial Aid Office for help.
- \*\* To obtain a **2018 IRS Tax Return Transcript**, go to [www.irs.gov](http://www.irs.gov) and click on "Get Your Tax Record." Choose "Get Transcript Online" or "Get Transcript by Mail." Make sure to request the "Tax Return Transcript" and not the "Tax Account Transcript." If unable to use the online request processes, call 1-800-908-9946 or complete IRS Form 4506-T.
- \*\*\* The tax filer can only use the IRS DRT or request a Tax Return Transcript within 2 to 4 weeks after the tax return was filed electronically or within 6 to 8 weeks after a paper tax return was received by the IRS.

### 3C. Verification of 2018 Income Information for Nontax Filers

If the student or parent(s) were employed in 2018, they must list below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. Provide copies of all 2018 W-2s issued to the student and parent(s) by their employers. List every employer even if the employer did not issue a W-2. If more space is needed, provide a separate page with the student's name and ID number at the top. If a W-2 is unavailable, attach a statement signed by the student and a parent explaining why the W-2 is unavailable and cannot be provided in a timely manner. Each parent who did not file a tax return **also must submit a Verification of Nonfiling Letter from the IRS** (or foreign taxing authority) dated on or after October 1, 2019. This letter may be requested using "Get Transcript Online" on the IRS website at [www.irs.gov](http://www.irs.gov) or by completing IRS Form 4506-T.

Name of Student	Name of Parent	Employer's Name	2018 Annual Amount Earned

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority, or signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

\_\_\_\_\_ Check here if confirmation of non-filing or a signed statement is provided

\_\_\_\_\_ Check here if confirmation of non-filing or a signed statement will be provided later.

#### 4. Student's High School Completion Status (V4 and V5 only)

Provide one of the following documents indicating the student's high school completion status when the Student will begin college in 2020-2021. Check the box of the document you will attach to this worksheet.

\_\_\_\_\_ Office of Admissions has this documentation on file (no attachment necessary)

\_\_\_\_\_ High School Diploma

\_\_\_\_\_ Final official high school transcript including graduation date when diploma was awarded

\_\_\_\_\_ Copy of the "secondary school leaving certificate" (or other similar document) for students who completed secondary education in a Foreign country and are unable to obtain a copy of their high school diploma or transcript.

\_\_\_\_\_ General Education Development (GED) certificate or GED transcript

\_\_\_\_\_ State Certificate or test transcript received after the student has passed a state-authorized examination the state recognizes as the equivalent of a high school diploma [e.g., High School Equivalency Test (HiSet), Etc.]

\_\_\_\_\_ Academic Transcript of successfully completed two-year program acceptable for full credit toward a Bachelor's degree

\_\_\_\_\_ If state law requires a home schooled student to obtain a secondary school completion credential, a transcript or the equivalent signed by your parent or guardian, that lists the secondary school courses completed and documents the successful completion of a secondary school education in a home school setting.

\_\_\_\_\_ DD Form 214, Certificate of Discharge from Active Duty, if it indicates student has a high school diploma or its equivalent.

**If you are unable to get any of the documents listed above, please contact our office at:  
785-749-8468**

## Identity and Statement of Educational Purpose (V4 and V5 Only)

### Identity and Statement of Educational Purpose (To be signed in person at the Institution)

The student must appear in person at \_\_\_\_\_ Haskell Indian Nations University \_\_\_\_\_ to  
(Name of Postsecondary Educational Institution)

Verify their identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

### Identify and Statement of Educational Purpose (To be signed in the Presence of a Notary)

If the student is unable to appear in person at \_\_\_\_\_ Haskell Indian Nations University \_\_\_\_\_  
(Name of Postsecondary Educational Institution)

to verify their identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose, which is provided below, must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing  
(Print Student's Name)

this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending \_\_\_\_\_ Haskell Indian Nations University \_\_\_\_\_ for 2020-2021.  
(Name of Postsecondary Educational Institution)

## Notary's Certificate of Acknowledgement (V4 and V5 only)

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
*Date* *(Notary's name)*

Personally appeared, \_\_\_\_\_  
*(Printed name of signer)*

on basis of satisfactory evidence of identification \_\_\_\_\_  
*(Type of government-issued photo ID provided)*

*to be the above-named person who signed the foregoing instrument.*

**WITNESS my hand and official seal** \_\_\_\_\_  
(Seal) *(Notary signature)*

My commission expires on \_\_\_\_\_

### 5. Certification and Signature

By signing this form, I certify that I have reviewed all of the information and that the information reported on this form is true and correct to the best of my ability. I also understand that if I purposefully give false or misleading information, I am violating a Federal Statute and could face monetary penalties and sentenced to jail.

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date