



HOBART AND WILLIAM SMITH
COLLEGES
Office of Financial Aid

2023-24 Verification Worksheet

Dependent

Your application was selected for review in a process called "Verification." In this process, HWS will compare information from your FAFSA with this worksheet and financial data you must submit. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact us at (315) 781-3315 or finaid@hws.edu if you have questions.

INSTRUCTIONS

- o Complete all sections of this worksheet **in full**.
- o If you or your parent(s) have filed a 2021 Federal Income Tax Return with the IRS:
 - If you have not already done so, log on to studentaid.gov/fafsa and use the IRS Data Retrieval Tool (DRT) to transfer your 2021 tax information to your 2023-24 FAFSA.
- o If your parent(s) was/were not required to file a 2021 Federal Income Tax Return with the IRS:
 - Attach a signed copy of parent 2021 Verification of Non-Filing Letter with the student name and HWS ID on it.
- o Requested documents **must** be submitted within **21 days** of the initial request to be considered for all available financial aid.

A. Student Information

Last Name	First Name	M.I.	HWS ID

B. Family Information *If more space is required, attach a separate page.

Full Name	Age		
<p>Write the names of the people in your parent(s)' household in the chart below:</p> <ol style="list-style-type: none"> 1. Include yourself on the first line. 2. Include your parent(s): <ul style="list-style-type: none"> • <u>If your parents are divorced</u>, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided <i>more than half</i> of your financial support during the last twelve months. • <u>If your parent is remarried</u>, include step-parent. • <u>If your parents are unmarried but live together</u>, list Parent #1 and Parent #2. 3. Include your parent(s)' other children, if your parents provide <i>more than half</i> of their support between July 1, 2023 and June 30, 2024 or if the children would be required to provide parental information if they were completing a 2023-24 FAFSA. 4. Include other dependents, if they now live with your parent(s) and your parent(s) will continue to provide <i>more than half</i> of their support through June 30, 2024. 	<p>Write the age of each family member in the chart below.</p>		
	Relationship		
	Write the relationship of each family member to the student in the chart below.		
	College		
	Add the name of the college for any household member (excluding parents) who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution <i>at least half-time</i> any time between July 1, 2023 and June 30, 2024.		
Full Name	Age	Relationship	College
(EXAMPLE) Missy Jones	18	Self	HWS

C. Dependent Student's Information (all applicants) **Student Name/HWS ID:**

1. Check the box that applies:

- a. I filed/will file a 2021 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b. I was not employed, did not have income, and was not required to file a 2021 Federal IRS Tax Return.
- c. I was employed and had income, but was not required to file a 2021 Federal IRS Tax Return:
 - **Complete the chart below:** list employer(s) and the amount that was earned in 2021
 - **Attach copies of all 2021 W-2 and 1099 Forms.**

COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED	Non-Tax Filers with 2021 earnings are federally required to submit a copy of W-2(s) from each employer to HWS with this form.			
	Name of Employer	Amount Earned in 2021	2021 W-2 and 1099 Forms received from employer?	2021 W-2 and 1099 Forms attached to this Form?
		\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>

*If more space is required, attach a separate page.

Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.

D. Parent(s)' Information

1. Check the box that applies:

- a. Parent(s) filed/will file a 2021 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b. Parent(s) were not employed, did not have income, and were not required to file a 2021 Federal IRS Tax Return.
 - **Submit a 2021 IRS Verification of Non-Filing Letter.**
- c. Parent(s) were employed and had income, but were not required to file a 2021 Federal IRS Tax Return:
 - **Complete the chart below:** list employer(s) and the amount that was earned in 2021
 - **Attach copies of all 2021 W-2 and 1099 Forms.**
 - **Submit a 2021 IRS Verification of Non-Filing Letter.**

COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED	Non-Tax Filers with 2021 earnings are federally required to submit a copy of W-2(s) from each employer to HWS with this form.			
	Name of Employer	Amount Earned in 2021	2021 W-2 and 1099 Forms received from employer?	2021 W-2, 1099s and Non-Filing Letter attached?
		\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>

*If more space is required, attach a separate page.

Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.

E. Signature-Manually sign with a ballpoint pen.

***Forms with digital/electronic/typed signatures cannot be accepted and will be returned.**

Each person signing certifies that all the information reported is complete and correct. The student and at least one parent whose information was reported on the 2023-24 FAFSA must sign and date this worksheet.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Print Parent's Name: _____

Parent Daytime Phone and/or Email: _____