

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for a review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on the FAFSA. To verify that you provided correct information to the financial aid administrator will compare your FAFSA with the information on this worksheet and other required documents. If there are differences, your FAFSA information may need to be corrected and your financial aid would be adjusted accordingly. Be sure to check your IHP email regularly as emails are often sent when additional information is required after the review. You must complete and sign this worksheet, attach any required documents and email the forms to [financialaid@mghihp.edu](mailto:financialaid@mghihp.edu). Incomplete forms or forms without all required documents attached WILL NOT BE ACCEPTED. No aid can be disbursed until the verification process is complete.

**A: Student Information**

Student's Last Name	Student's First Name	Student's M.I.	Student's MGHIHP ID #
Student's Home Street Address (include apt. no.)		Student's Date of Birth	
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number	

**B: Household Information-List below the people in the parents' household.**
**Include:**

- Yourself and your parent(s) (including a step-parent) even if you don't live with your parent(s). (To determine which parent's household to list when parents are divorced/separated go to <https://studentaid.gov/sites/default/files/who-is-my-parent.png> )
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023, or if the other children would be required to provide parental information when completing a 2022/2023 FAFSA. Include children who meet either of these standards even if they do not live with your parents.
- DO NOT INCLUDE persons for whom your parents reported child support paid on the FAFSA.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.
- Include the name of the college for any household member, excluding parent(s) who will be enrolled in at least 6 credit hours in a degree, diploma, or certificate program at a Title IV eligible postsecondary educational institution any time between July 1, 2022 and June 30, 2023.

Full Name	Age	Relationship	Will be attending college at least half time in 2022-23? (Yes or No)	Name of College	Undergraduate or Graduate
		Yourself		MGHIHP	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate.

**C: Student Income Information (Check ONE box only)**

**TAX RETURN NON-FILERS\*** - Complete this section if you will not file and were not required to file a 2020 income tax return with the IRS.

Check the one box that applies:

- You were not employed and had no income from work in 2020.
- You were employed in 2020 (but did not file and were not required to file an income tax return) and you have listed below the names of all your employers, the amount earned from each employer in 2020 and whether an IRS form is attached. You must also attach a copy of all 2020 IRS W2 forms issued to you by employers OR a Wage and Income Transcript ordered from the IRS by going to <https://www.irs.gov/individuals/get-transcript> and clicking on "Get Transcript Online" or by mailing IRS Form 4506-T to the IRS OR give a valid reason why a W2 is not available. List every employer even if they did not issue an IRS W2 form. If more space is needed, attach a separate page with your name and student ID at the top.

Employer's Name (Only complete this information if you did not complete a 2020 federal tax return)	2020 Amount Earned	IRS W-2 Attached?
<b>Total Amount of Income Earned From Work</b>		\$

**TAX RETURN FILERS** – Complete this section if you filed or will file a 2020 income tax return with the IRS

Check the box that applies: *The best way to verify income is to use the IRS Data Retrieval tool on FAFSA on the Web.*

- You have already used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income tax return information into your FAFSA.
- You have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into your FAFSA.
- You are unable or chose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will attach a Tax Return Transcript of your 2020 tax record.

To obtain an IRS Tax Return Transcript either (1) go to <https://www.irs.gov/individuals/get-transcript> and click on "Get Transcript by Mail" or "Get Transcript Online", or (2) call 1-800-908-9946. You will need your Social Security Number, date of birth and most recent address on file with the IRS. Request the "IRS Tax Return Transcript" and not the Tax Account Transcript.

- You filed 2020 taxes and later amended the taxes and will attach a Tax Return Transcript AND a signed and dated copy of your 1040X

C: Parent/Step-Parent Income Information-Note-If two parents were reported in the household in the FAFSA, the instructions below refer and apply to both parents.

TAX RETURN NON-FILERS\* - Complete this section if your parent(s)/step-parent will not file and were not required to file a 2020 income tax return with the IRS. Check the box that applies:

\*Note : Your parent(s)/step-parent are required to attach a Verification of Non-Filing letter dated on or after October 1, 2021. This is obtained by going to <https://www.irs.gov/individuals/get-transcript> and clicking on "Get Transcript Online" or by mailing the IRS Form 4506-T to the IRS.

- Your parent(s)/step-parent were not employed and had no income from work in 2020.
- Your parent(s)/step-parent were employed in 2020 (but did not file and were not required to file an income tax return) and have listed below the names of all employers, the amount earned from each employer in 2020 and whether an IRS form is attached. They must also attach a copy of all 2020 IRS W2 forms issued to them by employers OR a Wage and Income Transcript ordered from the IRS by going to <https://www.irs.gov/individuals/get-transcript> and clicking on "Get Transcript Online" or by mailing IRS Form 4506-T to the IRS OR give a valid reason why a W2 is not available. List every employer even if they did not issue an IRS W2 form. If more space is needed, attach a separate page with your name and student ID at the top.

Employer's Name (Only complete this information if you did not complete a 2020 federal tax return)	2020 Amount Earned	IRS W-2 Attached?
<b>Total Amount of Income Earned From Work</b>		\$

**TAX RETURN FILERS** – Complete this section if your parent(s)/step-parent filed or will file a 2020 income tax return with the IRS.

Check the box that applies: *The best way to verify income is to use the IRS Data Retrieval tool on FAFSA on the Web.*

- Your parent(s)/step-parent **have already used** the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income tax return information into your FAFSA.
- Your parent(s)/step-parent **have not yet used** the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA.
- Your parent(s)/step-parent are **unable or chose not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and will attach a Tax Return Transcript of their 2020 tax record. If your parents are married/remarried and did not file jointly, a Tax Return Transcript is required for both parents (and/or step-parent).

To obtain an IRS Tax Return Transcript either (1) go to <https://www.irs.gov/individuals/get-transcript> and click on "Get Transcript by Mail" or "Get Transcript Online", or (2) call 1-800-908-9946. You will need your Social Security Number, date of birth and most recent address on file with the IRS. Request the "IRS Tax Return Transcript" and not the Tax Account Transcript.

- Your parent(s)/step-parent filed 2020 taxes and later amended the taxes and will attach a Tax Return Transcript AND a signed and dated copy of the 1040X. If they are married and did not file jointly, a Tax Return Transcript is required for both AND a signed and dated copy of the 1040X for either or both who amended.



**E: Certification and Signatures (student and parent must sign & date this form)**

I certify that all of the information reported on all three pages of this verification worksheet is complete, accurate and correct.

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Print Student's Name

Date

Student's MGHHP ID #

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Student's Signature

Date

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Parent Signature

Date

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

Please email this completed worksheet to: [financialaid@mghihp.edu](mailto:financialaid@mghihp.edu)