

## 2019-20 Verification Worksheet Dependent Student

**Return this form to:**  
**Mail:** HCC Financial Aid  
 606 West Main  
 Highland KS, 66035  
**Email:** [financialaid@highlandcc.edu](mailto:financialaid@highlandcc.edu)  
**Fax:** 785-442-6106

### A. Student Information

Last Name	First Name	MI	Student ID
Date of Birth	Telephone Number	E-Mail Address	
Parent E-Mail Address		Parent Telephone Number	

**All sections must be complete for processing.**  
**Financial aid cannot be accepted or disbursed until verification is complete.**

### B. Household Information

Instructions:

- Line 1: List yourself, even if you do not live with your parent(s)
- Lines 2 & 3: List parent(s)/step parent(s)
- Lines 4-7: List your parents' other children **only if your parents will provide more than half of their support between July 1, 2019 and June 30, 2020.**
- List other people **who live with your parents and your parents will continue to provide more than half of their support between July 1, 2019 and June 30, 2020.**

What is your Parent(s) marital status as of today?:

Never Married    Married/Remarried    Unmarried parent living together    Widowed    Separated    Divorced

Date married, separated, remarried or divorced: \_\_\_\_\_

Full Name of Those in Household	Age	Relationship to Student (brother/sister, step-sibling, other)	Parent: indicate if you provide more than half of the financial support for this person	Name of College
1.		Self	-----	Highland Community College
2.		Parent 1	-----	N/A
3.		Parent 2/Step parent (if living in the same home)	-----	N/A
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you need more space, attach a separate page.

**C. 2017 Tax Return Information– Please select the appropriate responses.**

<p>Student Filing Status (Select only one)</p> <p><input type="checkbox"/> I filed my 2017 Federal Tax Return and successfully used the IRS Data Retrieval Tool via the FAFSA.</p> <p><input type="checkbox"/> I filed my 2017 Federal Tax Return and chose not to or I am unable to use the IRS Data Retrieval Tool. Submit:</p> <ul style="list-style-type: none"> <li>• 2017 Signed IRS Tax Returns</li> </ul> <p><input type="checkbox"/> I amended my 2017 Federal Tax Return. Submit:</p> <ul style="list-style-type: none"> <li>• 2017 Signed IRS Tax Returns</li> <li>• 2017 Signed IRS Tax Form 1040X</li> </ul> <p><input type="checkbox"/> I will, but have yet to complete my 2017 Federal Tax Return.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><input type="checkbox"/> I will not and am not required to file taxes. Please select the most appropriate answer:</p> <p><input type="checkbox"/> I was not employed and earned no income in 2017.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Please check this box if you have attempted to get a letter of non-filing from the IRS but have been unsuccessful.</p> <p><input type="checkbox"/> I earned income from work, but was not required to file in 2017.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Please include all 2017 W-2s from all employers.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Did you earn Federal Work Study funds in 2017?</p> <p style="margin-left: 20px;">Yes          No</p> <p>If yes, total amount earned in 2017? \$_____</p> <p>At what college? _____</p> <p>Please attach 2017 W2 for Federal Work Study</p> </div>	<p>Parents(s) Filing Status (Select only one)</p> <p><input type="checkbox"/> My Parent(s) filed their 2017 Federal Tax Return and successfully used the IRS Data Retrieval Tool via the FAFSA.</p> <p><input type="checkbox"/> My Parent(s) filed their 2017 Federal Tax Return and chose not to or were not able to use the IRS Data Retrieval Tool. Submit:</p> <ul style="list-style-type: none"> <li>• Parent(s) 2017 IRS Signed Tax Returns</li> <li>• If Parents filed a joint return, submit all 2017 W-2s, Schedule C(s) for Business Income or Schedule F(s) for Farm Income, if applicable</li> </ul> <p><input type="checkbox"/> My Parent(s) amended their 2017 Federal Tax Return. Submit:</p> <ul style="list-style-type: none"> <li>• 2017 Signed IRS Tax Returns*</li> <li>• 2017 signed IRS form 1040X</li> <li>• If filed jointly, all 2017 W-2s and Schedule C(s) or F(s)</li> </ul> <p><input type="checkbox"/> My Parent(s) will, but have yet to file their 2017 Federal Tax Return.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><input type="checkbox"/> My parents will not and are not required to file taxes. Please select the most appropriate answer:</p> <p><input type="checkbox"/> They were not employed and earned no income in 2017.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Check this box if you are including a letter of non-filing* from the IRS.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Please check this box if you have attempted to get a letter of non-filing from the IRS but have been unsuccessful.</p> <p><input type="checkbox"/> They earned income from work, but were not required to file in 2017.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Please include all 2017 W-2s from all employers.</p> </div>
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\*To request a Non-filing letter, go to [www.irs.gov/Go to Forms & Instructions/click on 4506-T](http://www.irs.gov/Go to Forms & Instructions/click on 4506-T), complete questions 1-4, check box 7, 9 (year requested) 12/31/2017.

**D. Sign this Worksheet**

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct.

**At least one parent must sign.**

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

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_