

Your FAFSA was selected by the U.S. Department of Education for a review process called “Verification”. We are required by federal law to verify that the data provided on your FAFSA is accurate. If there are any discrepancies between your FAFSA and information provided on this worksheet, we will update your application, recalculate your aid eligibility if needed, and notify you of any changes to your financial aid package.

This worksheet and any additional documentation required should be returned to the Office of Financial Aid within 45 days. **All** required documentation must be submitted and reviewed before Verification can be completed.

Verification must be completed before your financial aid can be applied to your student account and no later than May first of the 2019-2020 academic year. If Verification is not completed, all academic year federal, state, and need-based Hendrix aid will be canceled.

Section A: 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 Date of Birth

City State Zip Code

Student’s Email Address

Student’s Home Phone Number (Include area code)

Student’s Alternate of Cell Phone Number

Section B: Household Information

1. Student Information:

Student's Name	Age	Relationship to Student	Will you be enrolled at least half-time in 2019-2020? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of college/university:
		Self	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hendrix College

2. Parent Information - Check the box that applies and complete the table:

To determine who is considered a parent for purposes of this form (note that grandparents, foster parents, and legal guardians are NOT considered parents on this form unless they have legally adopted you):

- Parents are both living and married to each other, include them both in the household listing and base this questionnaire on their household.
- Parents are living together and are not married, answer questions about both of them.
- Parent is widowed or single, include this parent in the household listing and base this questionnaire on his/her household.
- Parent is remarried as of the day you completed the FAFSA, include the parent **and** the person whom your parent married (your stepparent).

Full Name of Parent's or Parent and Stepparent if parent is remarried.	Age	Relationship to Student

3. Other Children and/or Family Members – Check the box(es) that apply and complete the table:

To determine who is considered other children or family members to include on this form the children or other family members need to meet the criteria below:

- My parent(s) have other children (even if they don't live with your parents) who meet one of the following criteria:
 - Your parent(s) will provide more than half of their support between July 1, 2019, through June 30, 2020
 - The children would be required to provide parental information when applying for federal student financial aid; and
- My parent(s) have other people who live with them, and provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

*** If you need additional lines for other family members please list on the backside of this page.

Other Children or Family Member Full Name	Age	Relationship to Student	Will he/she be enrolled in a degree program at a college or University at least half-time in 2019-2020 <input type="checkbox"/> Yes <input type="checkbox"/> No	If enrolled in college/university, what type of program?		Name of college/university:
				Undergraduate	Graduate	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	

Section C: Student Tax and Income Information

Check only **ONE** box below:

- Check here if you filed a 2017 U.S. Income Tax Return and used the IRS Data Retrieval Tool (DRT) to transfer your 2017 IRS U.S. Income Tax Return information into your FAFSA.

- Check here if you filed a 2017 U.S. Income Tax Return but are unable to or choose not to use the IRS Data Retrieval Tool (DRT) to transfer your 2017 IRS U.S. Income Tax Return information into your FAFSA and instead have provided a 2017 IRS Tax Return Transcript. Please note this is **not** a copy of your tax return. (Instructions for ordering a transcript listed in Next Steps).

- Check here if you filed an Amended U.S. Income Tax Return 2017 (1040X).
You must provide the following documentation:
 - ✓ 2017 IRS Tax Return Transcript from the original form your filed
 - ✓ Signed copy of the 2017 IRS Form 1040X “Amended U.S. Individual Income Tax Return” filed with the IRS

- Check here if you did not earn any income and were not required to file a 2017 U.S. Income Tax Return

- Check here if you earned income and received a 2017 W-2, but were not required to file a U.S. Income Tax Return.
You must provide the following documentation:
 - ✓ Copy of your 2017 IRS Form W-2 for each source of employment

- Check here if you earned income but did not receive a 2017 W-2 and were not required to file a U.S. Income Tax Return.
 - ✓ List your employer(s) and income received in 2017:

Employer’s Name	2017 Amount Earned	IRS W-2 Attached?
Suzy’s Auto Body Shop (example)	\$2,000 (example)	Yes (example)

Section D: Parent Tax and Income Information

Check only **ONE** box below:

- Check here if you filed a 2017 U.S. Income Tax Return and used the IRS Data Retrieval Tool (DRT) to transfer your 2017 IRS U.S. Income Tax Return information into your FAFSA.
- Check here if you filed a 2017 U.S. Income Tax Return but are unable to or choose not to use the IRS Data Retrieval Tool (DRT) to transfer your 2017 IRS U.S. Income Tax Return information into your FAFSA and instead have provided a 2017 IRS Tax Return Transcript. Please note this is **not** a copy of your tax return. (Instructions for ordering a transcript listed in Next Steps).
- Check here if you filed an Amended U.S. Income Tax Return 2017 (1040X).
You must provide the following documentation:
 - ✓ 2017 IRS Tax Return Transcript from the original form your filed
 - ✓ Signed copy of the 2017 IRS Form 1040X “Amended U.S. Individual Income Tax Return” filed with the IRS.
- Check here if you did not earn any income and were not required to file a 2017 U.S. Income Tax Return. *You must provide the following Documentation:*
 - ✓ Verification of Non Filing Letter from the IRS attesting that you did not file a 2017 IRS income tax return. Complete the enclosed 4506-T form by following the 4506-T instructions and fax to the appropriate IRS office.
- Check here if you earned income and received a 2017 W-2, but were not required to file a U.S. Income Tax Return.
You must provide the following documentation:
 - ✓ Copy of your 2017 IRS Form W-2 for each source of employment
 - ✓ Verification of Non Filing Letter from the IRS attesting that you did not file a 2017 IRS income tax return. Complete the enclosed 4506-T form by following the 4506-T instructions and fax to the appropriate IRS office.
- Check here if you earned income but did not receive a 2017 W-2 and were not required to file a U.S. Income Tax Return. *You must provide the following documentation:*
 - ✓ Verification of Non Filing Letter from the IRS attesting that you did not file a 2017 IRS income tax return. Complete the enclosed 4506-T form by following the 4506-T instructions and fax to the appropriate IRS office.
 - ✓ List your employer(s) and income received in 2017:

Employer’s Name	2017 Amount Earned	IRS W-2 Attached?
Suzy’s Auto Body Shop (example)	\$2,000 (example)	Yes (example)

Section E: High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2019-2020.

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

Section F: Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The Student must appear in person at _____ Hendrix College _____ to verify his or her
(Name of Postsecondary Educational Institution)
identity by presenting A 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 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 following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational
(Print Student's Name)
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 _____ for 2019-2020.
(Name of Postsecondary Educational Institution)

Student's Signature

Student's ID Number

Date

Section G: Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent, must sign and date.

Student's Signature

Printed Student's Name

Date

Parent's Signature

Printed Parent's Name

Date

Section F: Submission Instructions

Please use one of the following options to submit your completed paperwork to the Hendrix Office of Financial Aid (originals are not required):

Email: Please do not send any documents via email as per federal regulations we can no longer accept them via this format.

Upload: www.hendrix.edu/faupload

Fax: (501) 450 – 3871

Mail: Hendrix College
Attn: Office of Financial Aid
1600 Washington Ave.
Conway, AR 72032

In Person: Hendrix College
Dawkins Welcome Center
Second floor

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

Section H: Next Steps

1. Schools must verify FAFSA data with information provided directly from the IRS. If you checked that you have filed a 2017 U.S. Income Tax Return you must retrieve your IRS data using one of the following two options: IRS Data Retrieval Tool or providing a Tax Return Transcript.

Option #1: IRS Data Retrieval Tool

- ✓ Log in at www.FAFSA.gov
- ✓ Click **Make FAFSA Corrections** located in the middle of the page.
- ✓ In the Financial Information section, answer the eligibility questions and click **Link to IRS**.
- ✓ **Proceed to the IRS Site**, enter the requested information, and click submit.
- ✓ Review information retrieved from your tax return and check the **Transfer Now** box on the left hand side of the screen.
- ✓ Click the **Transfer Now** button on the right hand side of the screen.
- ✓ Click the next button until you reach the **Sign and Submit** page.
- ✓ Complete the signing process on the Sign and Submit tax of your FAFSA.

Option #2 Tax Return Transcript – If you do not want to use the IRS Data Retrieval Tool or you are not eligible to use the tool, you must provide a 2017 IRS Tax Return Transcript (not a copy of your tax return) along with this verification worksheet. Tax filers can request a free transcript of their 2017 tax return from the IRS via:

Telephone:

- ✓ Automated Telephone Request – 1-800-908-9946
- ✓ Make sure to order a Transcript of your Return (option #2)
- ✓ Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

Get Transcript by Mail:

- ✓ <https://www.irs.gov/individuals/get-transcript>
- ✓ Click “Get Transcript by Mail”
- ✓ Make sure to request the “IRS tax Return Transcript” and NOT the “IRS Tax Account Transcript”.
- ✓ The transcript is generally received within 10 business days from the IRS’s receipt of the online request.

Get Transcript Online:

- ✓ <https://www.irs.gov/individuals/get-transcript>
- ✓ Click “Get Transcript Online”
- ✓ Make sure to request the “IRS tax Return Transcript” and NOT the “IRS Tax Account Transcript”.
- ✓ To use the Get Transcript Online tool, the user must have (1) access to a valid email 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 number for a home mortgage or auto loan).
- ✓ The transcript displays online upon successful completion of the IRS’s two-step authentication.

Paper Request Form:

- ✓ IRS Form 4506-T-EZ or 4506-T located at <https://irs.gov> under forms

NOTE: If your parents are married and they filed separately on their 2017 U.S. Income Tax Return, they must provide a 2017 IRS Tax Return Transcript for each of their returns in order to complete verification.

2. Gather all documents listed in the cover letter and this verification worksheet.
3. Submit all documents together at one time via one of the methods listed in the “Submission Instructions”.