



Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. In this process, the school will be comparing information from your application with you and your spouse's 2019 Federal tax transcripts, wage and income transcript or other financial documents. If there are differences your FAFSA information may need to be corrected. You and your spouse whose information was reported on the FAFSA must complete this institutional verification document, attach any required documents, and submit the form and other required documents to the Financial Aid office. We may ask for additional information if necessary. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student's Information

Form with fields for Last Name, First Name, M.I., Social Security Number, Student ID Number, Address, Date of Birth, City, State, Zip Code, Email Address, Student's Primary Phone Number, and Student's Alternate or Cell Phone Number.

B. Independent Student's Family Information

List below the people in the student's household. Household includes:

- The Student
The student's spouse, if the student is married.
The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2021, through June 30, 2022

Indicate in the space provided any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021, and June 30, 2022. Include the name of the college.

Table with 4 columns: Full Name, Age, Relationship, College. Row 1: SELF, Huntsville Bible College.

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

### C. Independent Student's /Spouse Income Information

**You will only fill out either #1 or #2 of Section C. Please read the instructions carefully.**

Instructions: Complete this section if the student and spouse filed or will file a 2020 IRS income tax return(s). The best way to verify is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the web at FAFSA.ed.gov.

- 1. FILED TAXES** - Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate\* IRS income tax returns for 2020 or had a change in marital status after the end of the 2020 tax year ending on December 31, 2020.

**Check the box that applies:**

The student has used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the student's FAFSA.

The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution a 2020 Tax Return Transcript(s). This document must be obtained from the IRS agency. See instructions below.

\*If the student and spouse filed separate 2020 IRS income tax returns, 2020 IRS Tax Return Transcripts must be provided for both.

A 2019 IRS Tax Return Transcript may be obtained through:

- Get Transcript ONLINE - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Get Transcript by MAIL - Online request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Automated Telephone Request- 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

- 2. DID NOT FILE TAXES** - Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate\* IRS income tax returns for 2020 or had a change in marital status after the end of the 2020 tax year ending on December 31, 2020. **A NON-FILERS TAX RETURN TRANSCRIPT AND WAGE AND INCOME TRANSCRIPT WILL BE REQUIRED FROM THE IRS.**

**Check the box that applies:**

The student and/or spouse were not employed and had no income earned from work in 2020.

The student and/or spouse were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. **(If employers are listed and provided W2s - a WAGE AND INCOME TRANSCRIPT WILL BE REQUIRED.)** See above instructions and select wage and income transcript.)

Employer's Name	2020 Amount Earned	IRS W-2 Provided by employer?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes
	Total Amount of income earned from work.	\$

Note: If additional space is needed, provide a separate page with the student's name and ID number at the top.

**D. Verification of Other Untaxed Income for 2023**

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested or enter 0 in an area where an amount is requested. Answer each question below as it applies to the student and/or student's spouse whose information is on the FAFSA.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2020, multiply that amount by the number of months in 2020 you paid or received it. If you did not pay or receive the same amount each month in 2020, add together the amounts you paid or received each month.

**1. Payments to tax-deferred pension and retirement savings.**

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g 401(k) or 403(b) plans), including but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person who made the payment	Total Amount Paid in 2020
<i>Total Payments to Tax-deferred Pension and Retirement Savings:</i>	\$

**2. Housing, Food, and other living allowances paid to members of the military, clergy, and others**

Include cash payments and/or the cash value of benefits received.

**Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2020
	<i>Total Amount of Benefits Received:</i>	\$

**3. Veterans non-educational benefits**

List the total amount of veteran's non-education benefits received in 2020. Include disability, Death pension, dependency, and Indemnity Compensation (DIC), and/or VA Educational Work-study allowances.

**Do not include** federal veterans' educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, or Post 9/11 GI Bill.

Name of Recipient	Type of Veterans Non-education benefit	Amount of Benefit Received in 2020
	<i>Total Amount of Benefits Received:</i>	\$

**4. Other untaxed income**

List the amount of other untaxed income not reported and not included elsewhere on this form. Include untaxed income such as workers' compensation, disability, black lung benefits, untaxed portions of health saving accounts from IRS for 1040 Line 25, railroad retirement benefits, etc.

Name of Recipient	Type of Other Untaxed Income	Amount of Benefit Received in 2020
<i>Total Amount of Benefits Received:</i>		\$

**5. Money received or paid on the student's behalf**

List any money received or paid on the student's behalf (e.g., payment for student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2019. Include support from a parent whose information was not reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions unless the person is reported on the 2021-2022 FAFSA as a parent or dependent of the student. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student such as parents, grandparents, aunts, and uncles of the student.

Purpose: e.g., Cash, Rent, Books	Source (person or agency)	Amount Received in 2020
<i>Total Amount Received:</i>		\$

**E. Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student ID Number (A number)

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (Optional)

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.*

**HUNTSVILLE BIBLE COLLEGE**

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