



UH ID Number/Username

Last Name

First Name

M. I.

Phone Number (include area code)

Your application for federal financial aid was selected for review in a process called 'Verification'. In this process, we will be comparing information from your FAFSA with your Federal tax information, W-2 forms, and/or other required documents. If there are differences between your application information and verification documents submitted, corrections will be made to your application and your information will be reprocessed.

You must complete and sign this worksheet and submit it along with any other required documents. We cannot continue processing your financial aid application until verification has been completed.

Complete verification as soon as possible to avoid delays with your financial aid. Contact the Financial Aid Office at (808) 932-7449 if you need assistance.

A. FAMILY INFORMATION

List the people in your household. Include the following:

- yourself and your spouse, if married, and
• your children, if you provide more than half of their support from July 1, 2023 through June 30, 2024, and
• other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

Write the names of all family members. Also write in the name of the college for any family member, who will be attending college at least half-time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Table with 4 columns: Full Name, Age, Relationship, College. Row 1: Self, University of Hawaii at Hilo.

The University of Hawai'i at Hilo does not discriminate on the basis of age, race, sex, color, national origin, or disability in its programs and activities. For more information or inquiries regarding these policies, please contact the Equal Employment/ Affirmative Action Office at (808) 932-7640.

**B. INCOME INFORMATION TO BE VERIFIED – Check the box that applies.**

**IRS TAX FILERS** - Complete this section if you filed a U.S. IRS tax return.

I, the student (and if married/my spouse):

**have used** the IRS Data Retrieval Tool to transfer my 2021 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction.

**have submitted/will submit** a signed copy of my 2021 U.S. Tax Return OR a copy of my 2021 U.S. Tax Return Transcript obtained from the IRS. *A transcript can be obtained: 1) online at [www.irs.gov](http://www.irs.gov) and clicking on “Get My Tax Record”, 2) by calling 1-800-908-9946, or 3) by using IRS Form 4506-T: Request for Transcript of Tax Return (Item 6a).*

**NON-IRS TAX FILERS** - Complete this section if you filed a non-U.S or foreign tax return or received a Wage & Tax Statement from one of the Freely Associated States.

I, the student (and if married/my spouse):

**have submitted/will submit** a copy of my 2021 transcript that was obtained at no cost from the relevant taxing authority of a U.S Territory (Guam, American Samoa, the U.S. Virgin Islands) or Commonwealth (Puerto Rico and the Northern Mariana Islands) **OR** a copy of my signed tax document with proof of fees charged for an official transcript.

**have submitted/will submit** a signed copy of my 2021 wage & tax statement from one of the Freely Associated States (Federated States of Micronesia, Palau, and the Marshall Islands). In 2021 I/we received \$ \_\_\_\_\_ (USD) in wages/income and paid \$ \_\_\_\_\_ (USD) in taxes.

**have submitted/will submit** a signed copy of my 2021 foreign country tax return. In 2021 I/we received \$ \_\_\_\_\_ (USD) in wages/income and paid \$ \_\_\_\_\_ (USD) in taxes.

**TAX NON-FILERS** - Complete this section if you did not file, and were not required to file a tax return with your appropriate taxing authority.

**You must provide confirmation of non-filing dated on or after October 1, 2022. A confirmation of non-filing can be obtained from:**

- the IRS by using IRS Form 4506-T (check box 7 and enter ‘12/31/2021’ in item 9).
- a taxing authority of a U.S Territory (Guam, American Samoa, the U.S. Virgin Islands) or Commonwealth (Puerto Rico or the Northern Mariana Islands).
- a taxing authority of one of the Freely Associated States (Federated States of Micronesia, Palau, the Marshall Islands).

**If you are unable to obtain confirmation of non-filing, please submit a signed statement indicating you have attempted but was unable to obtain the required documentation and have not filed and are not required to file a 2021 tax return.**

I, the student (and if married/my spouse):

**was not** employed and earned no income from work in 2021 and will submit a verification of non-filing from the appropriate taxing authority.

**was** employed in 2021 and have listed below the names of all employers and the amount earned from each employer in 2021. **I have attached copies of all 2021 W-2 forms or proof of wages issued to myself and/or my spouse by employers and a verification of non-filing from the appropriate taxing authority.**

*List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and ID number at the top.*

Employer’s Name	2021 Amount Earned

**SIGN THIS WORKSHEET** - By signing this worksheet, I, the student certify that all the information reported to qualify for Federal student aid is complete and correct.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return this form along with any other required documentation to:**

UH Hilo Financial Aid Office, 200 W. Kawili Street, Hilo, HI 96720-4091, by email: [uhhfao@hawaii.edu](mailto:uhhfao@hawaii.edu) or by fax: 808-932-7797