



## 2022-2023 VERIFICATION WORKSHEET – INDEPENDENT V4/V5

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 must confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents. We may ask you for additional information. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

**A. – STUDENT INFORMATION**

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Student ID Number or Last Four of SSN

**B. – FAMILY INFORMATION**

List the name and age of all household members. Also include the name of the college for household members who will be enrolled, at least half time, in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time July 1, 2022 through June 30, 2023. List below the people in your household and include:

- Yourself, the student.
- Your spouse, if married.
- You or your spouse’s children if you and/or your spouse will provide more than half of the children’s support from July 1, 2022 through June 30, 2023, even if they do not live with you.
- Other people if they now live with you and you or your spouse will provide more than half of their support and will continue to provide more than half of their support from July 1, 2022 through June 30, 2023.

Full Name	Age	Relationship to Student	Attending College	Name of College
		Self	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hanover College
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

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. – VERIFICATION OF 2020 INCOME INFORMATION**

Student	Spouse	Choose one for student and one for spouse:
		I/We have used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the FAFSA.
		I/We will provide a 2020 IRS Tax Return Transcript (see instructions) or will provide a signed copy of my/our 2020 IRS Income Tax Return and applicable schedules.
		I/We certify I/We did not file, will not file, and am/are not required to file a 2020 IRS Income Tax Return. Attach copies of all 2020 IRS W-2 forms issued to the student and/or spouse by employers and you must provide an IRS Verification of Non-Filing Letter (see instructions).

**IMPORTANT: Only complete the following if you did not file a 2020 IRS Income Tax Return:**

If more space is needed, attach a separate page with the student’s name and student ID number or last four of SSN at the top.

Student	Spouse	Employer’s Name	2020 Amount Earned	IRS W-2 Attached?

**D. – STATEMENT OF EDUCATIONAL PURPOSE AND DOCUMENTATION OF IDENTITY**

The student must appear in person at Hanover College or in the presence of a Notary to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport.

In addition, the student must sign, in the presence of the Hanover College official or a Notary, the Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ (print student name) am the individual signing this Statement of Educational 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 Hanover College for 2022-2023.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**E. – STATEMENT OF EDUCATIONAL PURPOSE SIGNATURE WITNESSED BY:**

HANOVER COLLEGE’S  
CERTIFICATE OF ACKNOWLEDGEMENT

On \_\_\_\_\_ (date), before me personally appeared  
\_\_\_\_\_ (Name of Student)  
and proved to me on the basis of satisfactory evidence of identification  
to be the above-named person who signed the foregoing instrument.

\_\_\_\_\_  
Financial Aid Administrator’s Signature

Type of unexpired valid government issued photo ID provided:

- driver’s license,
- non-driver’s ID card,
- other state-issued ID, or
- passport

NOTARY’S CERTIFICATE OF ACKNOWLEDGEMENT  
Only required when student is unable to appear in person at the  
Hanover College Office of Financial Aid.

State of \_\_\_\_\_, City/County of \_\_\_\_\_ .  
On \_\_\_\_\_ (date), before me  
\_\_\_\_\_ (Name of Notary) personally  
appeared \_\_\_\_\_ (Name of Student)

and proved to me on the basis of satisfactory evidence of identification  
to be the above-named person who signed the foregoing instrument.

Type of unexpired valid government issued photo ID provided:

- driver’s license,
- non-driver’s ID card,
- other state-issued ID, or
- passport

Notary Signature \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**OR**

[SEAL]

## F. – DOCUMENTATION OF IDENTITY

A copy of the unexpired valid government-issued identification used by the witness to identify the student must be attached to this form.

## G. - CERTIFICATION

Each person signing this worksheet certifies that the information reported is complete and correct.

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

**\*Note\* Due to the need for original signatures, faxes and scanned copies will not be accepted.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## H. - INSTRUCTIONS

### IRS Tax Return Transcript

Request Transcript ONLINE

- Go to <https://irs.gov>.
- Select "Get Your Tax Record."
- Select "Get Transcript Online" or "Get Transcript by Mail" and follow the instructions.
- Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript" and be sure to select "2020" for the tax year.

Telephone Request – 1-800-908-9946

Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

### IRS Verification of Non-Filing Letter

Request Letter ONLINE

- Go to <https://irs.gov>.
- Select "Get Your Tax Record."
- Select "Get Transcript Online" or "Get Transcript by Mail" and follow the instructions.
- Make sure to request the "IRS Verification of Non-Filing Letter" and be sure to select "2020" for the tax year.

Telephone Request – 1-800-908-9946

Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

**\*\*If unable to obtain an IRS Verification of Non-Filing Letter, provide a signed statement certifying that you have 1) attempted to obtain the IRS non-filing letter and were unable to obtain it and 2) have not filed and are not required to file a 2020 Federal Income Tax Return.\*\***

### Special Circumstances

Individuals granted a filing extension and have not yet filed a 2020 income tax return, individuals who filed an amended 2020 IRS income tax return, individuals who were victims of tax administration identity theft, or individuals who filed non-US income tax returns please contact the Office of Financial Aid.

### Submit Forms

Electronically:

<https://my.hanover.edu> Administration – Financial Aid – Upload Documents (link on left of screen) or

Postal Mail:

Hanover College

Office of Student Financial Services

517 Ball Drive

Hanover, IN 47243

### Contact Information

Email: [financialservices@hanover.edu](mailto:financialservices@hanover.edu)

Fax: 1-812-766-7284

Phone: 1-800-213-2178