

## 2016-17 VERIFICATION WORKSHEET DEPENDENT STUDENT-V1

Your 2016–2017 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. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

|   |            |      |  |
|---|------------|------|--|
| Student's Last Name                         | First Name | M.I. | Student's Identification Number (ID)     |
| 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                 |            |      | Student's Alternate or Cell Phone Number |

### B. Dependent Student's Family Information

- The Student
- The parents (including a stepparent) even if the student doesn't live with the parents
- The parents' other children if the parent will provide more than half of the children's support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-17. Include children who meet wither of these standards even if they do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2017.
- Include in the space below information about any household member who is, or 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, 2016, and June 30, 2017, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number on the top.

| Full Name | Age | Relationship | College | Will be enrolled at least half time (Yes or No) |
|-----------|-----|--------------|---------|---|
|           |     | <i>Self</i>  |         |   |
|           |     |              |         |   |
|           |     |              |         |   |
|           |     |              |         |   |

**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. Dependent Students: Verification of 2015 Income Information for Student Tax Filers

**Important Note:** The instructions below apply to the student. Notify the financial aid office if the student had a change in marital status after December 31, 2015.

**Instructions:** Complete this section if the student filed or will file a 2015 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.

A **2015 IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- IRS2Go App –  
Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>  
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an **IRS Tax Return Transcript**.

\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.

\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

### **Verification of 2015 Income Information for Student Nontax Filers**

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Provide copies of all 2015 IRS W-2 forms issued to the student his employers. List every employer even if the employer did not issue an IRS W-2 form.

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

| Employer's Name                | 2015 Amount Earned | IRS W-2 provided? |
|--------------------------------|--------------------|-------------------|
| ABC's Auto Body Shop (example) | \$2000             | Yes               |
|                                |                    |                   |
|                                |                    |                   |
|                                |                    |                   |

**Note:** We may require you to provide documentation from the IRS that indicates a 2015 IRS Income Tax Return was not filed with the IRS.

**D. Dependent Student's Income Information to be verified.** Complete this section if the student, received any of the following income/benefits in 2015.

|                               |    |  |    |
|-------------------------------|----|--|----|
| Tax Deferred Pension Savings  | \$ | Money Received or Paid on Behalf of the student. Source: | \$ |
| Other Untaxed Income. Source: | \$ | Other add'l Financial Information. Source:               | \$ |

### **Supplemental Nutrition Assistance Program (SNAP)**

Did the student received benefits from the Supplemental Nutrition Assistance Program (SNAP) at any time during the **2014** or **2015** calendar years? (Please check below)

YES  NO

I understand that if I mark "YES", I will be required to provide documentation of the receipt of SNAP benefits during **2014** and/or **2015**.

### **E. Verification of 2015 Income Information for Parent Tax Filers**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

**Instructions:** Complete this section if the parents filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.

A **2014 IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- IRS2Go App –

Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>

Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for each.

\_\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.

\_\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

### **Verification of 2015 Income Information for Parent Nontax Filers**

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

Neither parent was employed, and neither had income earned from work in 2015.

One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

| Employer's Name                | 2015 Amount Earned | IRS W-2 provided? |
|--------------------------------|--------------------|-------------------|
| ABC's Auto Body Shop (example) | \$2000             | Yes               |
|                                |                    |                   |
|                                |                    |                   |
|                                |                    |                   |

**Note:** We may require you to provide documentation from the IRS that indicates a 2015 IRS Income Tax Return was not filed with the IRS.

F. Parent's Other Income to be verified: Complete this section if someone in the parent's household received any of the following income/benefits in 2015.

|                               |    |  |    |
|-------------------------------|----|--|----|
| Tax Deferred Pension Savings  | \$ | Money Received or Paid on Behalf of the student. Source: | \$ |
| Other Untaxed Income. Source: | \$ | Other add'l Financial Information. Source:               | \$ |

### **Supplemental Nutrition Assistance Program (SNAP)**

Did someone in your parent's household, other than the student received benefits from Supplemental Nutrition Assistance Program or SNAP at anytime during **2014** and/or **2015** calendar year? (Please check below).

YES  NO

I understand that if I answer "YES", I will be required to provide documentation of the receipt of SNAP benefits during **2014** and/or **2015**.

### **Child Support Paid**

If one or both of the parents included in the household and/or the student paid child support in 2015, provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

If more space is needed, provide a separate page that includes the student's name and ID number at the top.

| Name of the Person who paid Child Support | Name of the Person to whom child support was Paid | Name of the Child to whom Child Support was Paid | Amount of Child Support Paid in 2015 |
|---|---|--|--------------------------------------|
|   |   |  |                                      |
|   |   |  |                                      |
|   |   |  |                                      |

**Note:** Additional documentation will be required if there is reason to believe that information regarding child support is inaccurate such as:

- A signed statement from the individual receiving the child support certifying the amount of child support paid
- Copies of child support payment checks, money orders receipts, or similar records of electronic payments having been made

**E. Certification:** Each person signing below certifies that all of the information reported is complete and correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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