

2016-17 VERIFICATION WORKSHEET- DEPENDENT STUDENT-V5

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 either 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, 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 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 student by 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.* 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 **2015 IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to 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

G. Identity and Statement of Educational Purpose

YOUR FAFSA HAS BEEN SELECTED FOR A REVIEW PROCESS CALLED VERIFICATION. CERTAIN APPLICANTS ARE REQUIRED TO VERIFY THEIR IDENTITY AND RESUBMIT A STATEMENT OF EDUCATIONAL PURPOSE, AS WAS ORIGINALLY PROVIDED AS PART OF THE FAFSA SUBMISSION. PLEASE COMPLETE EITHER ATTACHED APPENDIX A OR B. THIS FORM **MUST** BE RETURNED TO THE SCHOOL'S FINANCIAL AID DEPARTMENT.

H. 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 2016-2017.

- 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, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate. Also, a State-Authorized examination such as the HISET, TASC, or other State-Authorized examination.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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.
- For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student from a state where state law does not require the 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid department.

I. 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.