

## 2016-17 VERIFICATION WORKSHEET- INDEPENDENT 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. 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. Independent Student's Household Members and Number in College

- The student
- The student's spouse
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2016 through June 30<sup>th</sup>, 2017, even if the children do not live with student
- Other people if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their through June 30<sup>th</sup>, 2017
- Number in college: Include below information about any household member who will be enrolled at least half time in a degree, diploma or certificate program at an eligible postsecondary educational institution at any time between July 1<sup>st</sup>, 2016 and June 30<sup>th</sup>, 2017, include the name of the college.

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

Full Name	Age	Relationship	College	Will be at least half time
		<i>Self</i>		

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

### C. Independent Students: Verification of 2015 Income Information for Student Tax Filers

**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 2015 or had a change in marital status after December 31, 2015.

**Instructions:** Complete this section if the student and spouse 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 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.

If the student and spouse 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.

### **2015 verification of Income for Students Non-Tax Filers**

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

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2015.  
 The student and/or spouse 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 student and spouse 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?
<i>ABC's Auto Body Shop (example)</i>	<i>\$2000</i>	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. Independent Student Other Information to be verified:** Complete this section if the student or student's spouse, if married, 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 you or anyone in your household 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**.

**Child Support Paid:** (Complete this section if the student or the student's spouse if married, paid child support in **2015**).

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 is 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. Identity 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.

**F. High School Completion Status:** Please provide one of the following documents that indicate that student's high school completion status when the student will begin college in 2016-17.

- 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, State-Authorized examinations such as 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 office.

**G. Certification:** Each person signing below certifies that all of the information reported is complete and correct. If married, spouse's signature is optional, unless spouse is a non-tax filer.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

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