

# 2016–2017 Verification Worksheet

## Dependent Student

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 and your parents reported on your FAFSA. To verify that you provided correct information, we 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 and a parent whose information was reported on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit the form and other required documents us. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. ***Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.***

### A. Student’s Information

Student’s Last Name	First Name	M.I.	Student’s Social Security Number
Student’s Street or Postal Address (include apt. no.)			Student’s Date of Birth
City, State, Zip Code			Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate Phone Number

### B. Number of Household Members and Number in College

List below the people in the parents’ household. Include:

- The student.
- The parents (including a stepparent) even if not married and living together, and if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of their 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 2016–2017. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Number in college: Please include in the space below information about any household member (do not include college for parents who are currently enrolled), who 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 at 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.

## Instructions to complete section C

**Important Note:** The instructions below apply to each *parent* included in the household and the *student*. 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 and or 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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2015 IRS income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available 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 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.

### C. Verification of 2015 Income Information for *Parent* and *Student* Tax Filers

Check the box that applies:

Parents		Student
	<u>Have used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2015 IRS income tax return information into the student's FAFSA.	
	<u>Have not yet used</u> the IRS DRT in <i>FAFSA on the Web</i> , 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.	
	Are <u>unable or choose not to use</u> the IRS DRT in <i>FAFSA on the Web</i> , and instead will provide the school a <b>2015 IRS Tax Return Transcript or a signed copy of the 2015 territory tax return (Puerto Rico Tax Filers)</b> .  If the parents filed separate 2015 IRS income tax returns, <b>2015 IRS Tax Return Transcripts</b> must be provided for both.	
	Check here if a <b>2015 IRS Tax Return Transcript(s)</b> is provided	
	Check here if a <b>2015 IRS Tax Return Transcript(s)</b> will be provided later.	

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

Check the box that applies:

Parents		Student
	We're not employed nor had no income earned from work in 2015	
	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.	

Employer's Name	2015 Amount Earned	W-2 Provided?	Relationship
<i>Suzy's Cafeteria (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>	<i>Parent</i>

**D. Receipt of SNAP Benefits**

The parents certify that \_\_\_\_\_ a member of the parents’ household, received benefits from the Supplemental Nutrition Assistance Program or SNAP sometime during 2014 or 2015. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

**E. 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 required information.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Ages of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015

**Note:** If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received or copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

**F. Verification of Other Untaxed Income for 2015**

If any item does not apply, enter “N/A” for Not Applicable where a response is requested, or enter 0 in an area where amount is requested. If the student was required to provide parental information on the FAFSA, answer each question below as it applies to the student and the student’s parent(s) whose information is on the FAFSA.

**Specify the dollar amount that applies:**

Parent Amount	Types of Other Untaxed Income for 2015	Student Amount
	Payments to tax-deferred pension and retirement savings. List any payments (direct or withheld from earnings) to tax-differed pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including but not limited to, amounts reported in W-2 forms.	
	Child Support Received- <b>Do not include</b> foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.	
	Housing, food, and other living allowances paid to members of the military, clergy, and others <b>Do not include</b> the value of non-base military housing or the value of a basic military allowance for housing	
	Veterans non-education benefits-Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. <b>Do not include</b> Post-9/11 GI Bill, Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits.	
	Money received or paid on the student’s behalf List any money received or paid on the student’s behalf (e.g., payment of student’s bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2015. Include support from a parent whose information <u>was not</u> reported on the student’s 2016-2017 FAFSA.	

Additional Information- Please provide information about any other resources, benefits, and other amounts received by the student and any members of the student’s household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veterans’ education benefits, military housing, SNAP, TANF, etc.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## G. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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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