

2016-2017 Verification Worksheet

Dependent Student – Tracking Group V6

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 the financial aid administrator at your school 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 at least one parent must complete and sign this worksheet, attached any required documents, and submit the form and other required documents to the financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's SSN or ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number			Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

Number of Household Members: List below the people in the parent's household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents 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 2016-2017. Include children who meet either of these standards, even if the child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2017.

Number in College: 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 at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</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.

Student Name: _____ Student ID Number: _____

C. Dependent Student’s Income Information to Be Verified

1. TAX RETURN FILERS

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 by the FAFSA filer.

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:

- Online Request – Go to www.irs.gov, under the Tools heading on the IRS homepage, click on the “Get Tax Transcript By Mail”. Click “Get Transcript by MAIL”. Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript”.
- Telephone Request – 1-800-908-9946
- Paper Request – IRS Form 4506T-EZ or IRS Form 4506T

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 electronic 2015 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 information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 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.

2. TAX RETURN NONFILERS

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 and IRS W-2 form is provided. Provide copies of all 2015 IRS W-2 forms issued to the student by his/her employers. List every employer even if they did not issue an IRS W-2 form.

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

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>ABS Shipping (example)</i>	<i>Yes</i>	<i>\$1,280</i>
Total Amount of Income Earned from Work		\$

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.

Student Name: _____ Student ID Number: _____

D. Parent's Income Information to Be Verified

1. TAX RETURN 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 by the FAFSA filer.

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 with a 2015 **IRS Tax Return Transcript(s)**.

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

- Online Request – Go to www.IRS.gov, under the Tools heading on the IRS homepage, click on the "Get Tax Transcript By Mail". Click "Get Transcript by MAIL". Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript".
- Telephone Request – 1-800-908-9946
- Paper Request – IRS Form 4506T-EZ or IRS Form 4506T

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 electronic 2015 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 information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 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, the IRS DRT cannot be used and the 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.

2. TAX RETURN NONFILERS

The instructions and certifications below apply to each parent included in the household.

Complete this section if the student's parent(s) 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 they did not issue an IRS W-2 form.

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

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>ABS Shipping (example)</i>	<i>Yes</i>	<i>\$1,280</i>
Total Amount of Income Earned from Work		\$

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.

Student Name: _____ Student ID Number: _____

E. Parent's Other Information to Be Verified

1. SNAP Benefits, check the box that applies:

- No one listed in the household received SNAP benefits in 2014 or 2015.
- The parents certify that _____, a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 2015. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2014 or 2015.

2. Child Support Paid, check the box that applies:

- No child support was paid for individuals outside of the household in 2015.
- One (or both) of the student's parents included in the household and/or the student paid child support in 2015 for a child not included in the parent(s) household. 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 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 with the student's name and ID number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Age of Child for Whom Support was Paid	Annual Amount of Child Support Paid In 2015
<i>Joe Jones (example)</i>	<i>Jane Doe</i>	<i>Jake Jones 5</i>	<i>\$6,000</i>
Total Amount of Child Support Paid			\$

Note: If we have reason to believe that the information regarding child support paid is inaccurate, 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 payment having been made.

3. Child Support Received

List the actual amount of any child support received in 2015 for the children in your household.

Do not include foster care payments, adoption payments or any amount that was court ordered but not actually paid.

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

Name of Adult Who Received the Support	Name of Child for Whom Support was Received	Annual Amount of Child Support Received in 2015
<i>Joe Jones (example)</i>	<i>Jim Jones</i>	<i>\$5,000</i>
Total Amount of Child Support Received		\$

Student Name: _____

Student ID Number: _____

F. Other Untaxed Income

Complete this section if you or your parents had untaxed income in 2015.

Payments to Tax-Deferred Pension and Retirement Savings (1)	Name of Person Who Made Payment		Annual Amount Paid in 2015
Housing, Food and Other Living Allowances Paid to Members of the Military, Clergy and Others. (2)	Name of Recipient		Annual Amount of Benefits Received in 2015
Veterans Non-Education Benefits (3)	Name of Recipient		Annual Amount of Benefits Received in 2015
Other Untaxed Income (4)	Name of Recipient		Annual Amount of Other Untaxed Income Received in 2015
Money Received or Paid on Student's and/or Parent's Behalf (5)	Purpose – e.g. Cash, Rent, Books		Annual Amount Received in 2015
Additional Information (6)	Name of Recipient		Annual Amount of Financial Support Received in 2015

(1) List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

(2) Include cash payments and/or the cash value of benefits received. **Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

(3) List the total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. **Do not include** federal veterans educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill.

(4) List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability benefits, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc. **Do not include** any items reported or excluded above. In addition, do not include extended foster care benefits, student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Innovation and Opportunity Act (WIOA) educational benefits, on base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

(5) List any money received or paid on the student's and/or parent's behalf (e.g., payment of student's / parent's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student and/or parent received in 2015. Include support from a parent whose information was not reported on the student's 2016-2017 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student and/or parent or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student's parent whose information is reported on the student's 2016-2017 FAFSA**. Amounts paid on the student's and/or parent's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

(6) Provide information about any other resources, benefits, and other amounts received by the student and 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 includes such things as federal veteran's education benefits, military housing, SNAP, TANF, etc.

Comments: _____

Student Name: _____ Student ID Number: _____

F. Other Untaxed Income – Continued

2015 IRS W-2 Forms:

Provide copies of all 2015 IRS W-2 forms issued by the employers to the dependent student and the student's parents.

G. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison or both.**

The student and one parent whose information was reported on the FAFSA must sign and date.

Student's Signature

Date

Parent's Signature

Date