

2017-2018 Verification Worksheet - Dependent Student

Verification Tracking Group V1 – Standard Verification

Your 2017-2018 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 must complete and sign this worksheet, 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

Last Name	First Name	M.I.	Identification (ID) Number
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Home Phone Number (include area code)			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:

- Yourself (the student).
- The parents (including a stepparent) even if the student does not live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. 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 your parents and your 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, 2018.

Number in College: For any household member, *excluding* the parents, 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, 2017, and June 30, 2018, 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.

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Student: _____ Student ID Number: _____
Last Name First Name M.I.

C. Dependent Student's Verification of 2015 IRS Income Tax Return Information for Student Tax Filers

1. **TAX RETURN FILERS—Important Note:** The instructions below apply to the student. Notify the financial aid office if you (the student) had a change in marital status after the end of the 2015 tax year on December 31, 2015. Also, if the student filed, or will file, an amended 2015 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student filed or will file a 2015 income tax return with the IRS. *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. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. If you need more information about when, or how, to use the IRS DRT see your financial aid administrator. In most cases, no further documentation is needed to verify 2015 IRS income tax return 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:

- I, the student, have used the IRS DRT in *FAFSA on the Web* to transfer my 2015 IRS income tax return information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- I, the student, have not yet used the IRS DRT in FAFSA on the Web but I will use the tool to transfer my 2015 IRS income tax return information into my FAFSA *We cannot complete the verification process until your IRS information has been transferred into your FAFSA.*
- I, the student, am unable or choose not to use the IRS DRT in *FAFSA on the Web*, and I will instead submit to the school a **2015 IRS Tax Return Transcript(s)**—this is *not* a photocopy of the income tax return.

To obtain a **2015 IRS Tax Return Transcript**:

- **Online Request** - Go to www.IRS.gov and under the "Tools" tab click "Get a tax transcript". Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."
- **Mail Request** – Go to www.IRS.gov and under the "Tools" tab click "Get a tax transcript". Click "Get Transcript by MAIL". Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript".

Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, **2015 IRS Tax Return Transcripts** may be requested within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS.

- **Telephone request** - 1-800-908-9946.
- **Paper request** - IRS Form 4506T-EZ or 4506-T.

Contact the financial aid office if more information is needed about obtaining an IRS Tax Return Transcript.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided with this worksheet.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later. *Verification cannot be completed until the IRS Tax Return Transcript(s) has been submitted to the school.*

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Student: _____ Student ID Number: _____

Last Name
First Name
M.I.

C. Dependent Student’s Verification of 2015 Earned Income Information for Student Nontax Filers

2. **TAX RETURN NONFILERS** — The instructions and certifications below apply to you (the student). Complete this section if you will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- I, the student, was not employed and had no income earned from work in 2015.
- I, 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 you by your 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	IRS W-2 Provided?	2015 Annual Amount Earned
<i>Suzy’s Auto Body Shop (example)</i>	Yes	\$2,000.00
Total Amount of Income Earned from Work		\$

Note: Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

- _____ Check here if confirmation of non-filing is provided.
- _____ Check here if confirmation of non-filing will be provided later.

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Student: _____ Student ID Number: _____
Last Name First Name M.I.

C. Dependent Student's Verification of 2015 IRS Income Tax Return Information for Parent Tax Filers

3. **TAX RETURN FILERS—Important Note:** The instructions below apply to the parent(s) included in the household. Notify the financial aid office if the parents filed or will file separate IRS income tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015. Also, if the parents filed, or will file, an amended 2015 IRS tax return, you must contact your financial aid administrator before completing this section.

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. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. If you need more information about when, or how, to use the IRS DRT see your financial aid administrator. Generally, no further documentation is needed to verify 2015 IRS income tax return 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, either on the initial FAFSA or when making a correction to the 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. *We cannot complete the verification process until your IRS information has been transferred into your FAFSA.*
- 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)**—this is *not* a photocopy of the income tax return.

To obtain a **2015 IRS Tax Return Transcript**:

- Online Request - Go to www.IRS.gov and under the "Tools" tab click "Get a tax transcript". Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."
- Mail Request – Go to www.IRS.gov and under the "Tools" tab click "Get a tax transcript". Click "Get Transcript by MAIL". Make sure to request the "IRS Tax Return Transcript and not the "IRS Tax Account Transcript".

Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, **2015 IRS Tax Return Transcripts** may be requested within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS.

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

Contact the financial aid office if more information is needed about 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 both.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided with this worksheet.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later. *Verification cannot be completed until the IRS Tax Return Transcript(s) has been submitted to the school.*

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Student: _____ **Student ID Number:** _____
Last Name First Name M.I.

C. Dependent Student’s Verification of 2015 Earned Income Information for Parent Nontax Filers

4. **TAX RETURN NONFILERS** — 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 had no 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	IRS W-2 Provided?	2015 Annual Amount Earned
<i>Suzy’s Auto Body Shop (example)</i>	Yes	\$2,000.00
Total Amount of Income Earned from Work		\$

Note: Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

- _____ Check here if confirmation of non-filing is provided.
- _____ Check here if confirmation of non-filing will be provided later.

D. Certifications and Signatures

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

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

Print Student’s Name	Student’s ID Number
Student’s Signature (Required)	Date
Parent’s Signature (Required)	Date