

# 2015-2016 Verification Worksheet

## Dependent Student

Your 2015-2016 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 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. 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.

### A. Dependent Student's Information

Last Name	First Name	M.I.	SS#
Street Address (include apt. no.)		Date of Birth	
City	State	Zip Code	Email Address
Home Phone Number (include area code)		Alternate or Cell Phone #	

### B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015-2016. Include children who meet either these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

(Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2015, and June 30, 2016. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*)

FULL NAME	AGE	Relationship	College	Will be Enrolled at Least Half Time
Mary Jones (Example)	28	Wife	Central University	Yes
		Self		

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**C. Dependent Student's Income Information to Be Verified**

**TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2014 IRS tax return, the student must contact your financial aid administrator before completing this section.

**Instructions:** Complete this section if you, the student, filed or will file a 2014 income tax return with the IRS.

**Check the selection that applies:**

The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2014 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS info that was transferred in the verification process.*

The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2014 IRS income information into the student's FAFSA once the student has filed a 2014 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*

The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2014 IRS tax return transcript**. *To obtain an IRS tax return transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

*Check here if the student's IRS tax return transcript(s) is attached to this worksheet.*

*Check here if the student's IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.*

**Student's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**TAX RETURN NONFILERS—** Complete this section if the student, will **not** file and is not required to file a 2014 income tax return with the IRS.

**Check the selection that applies:**

The student was not employed and had no income earned from work in 2014.

The student was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 IRS W-2 forms issued to the student by 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 Social Security Number at the top.*

<b>Employer's Name</b>	<b>2014 Amount Earned</b>	<b>IRS W-2 Attached?</b>
Suzy's Auto Body Shop (Example)	\$2,000	Yes

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2014 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2014 income tax return with the IRS.

**Check the selection that applies:**

The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2014 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*

The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2014 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*

The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2014 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2013 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2014 tax returns were filed, 2014 IRS tax return transcripts must be submitted for each parent.*

*Check here if an IRS tax return transcript(s) is attached to this worksheet.*

*Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

**TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file and is not required to file a 2014 income tax return with the IRS.

**Check the selection that applies:**

The parent(s) was not employed and had no income earned from work in 2014. The parent(s) was employed in 2014 and has listed below the names of all the parent's employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 IRS W-2 forms issued to the parent(s) by employer(s). *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 Social Security Number at the top.*

<b>Employer's Name</b>	<b>2014 Amount Earned</b>	<b>IRS W-2 Attached?</b>
Suzy's Auto Body Shop (Example)	\$2,000	Yes

**E. Parent's Other Information to Be Verified**

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2013 or 2014 calendar years.

\_\_\_\_\_ One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

2. Complete this section if one of the student's parents paid child support in 2014.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2014. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2014 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

<b>Name of Person Who Paid Child Support</b>	<b>Name of Person to Whom Child Support was Paid</b>	<b>Name of Child for Whom Support was Paid</b>	<b>Amount of Child Support Paid in 2014</b>
Mary Jones (example)	Chris Smith	Terry Jones	\$6,000

**F. Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

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

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

*Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.*