

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

## 2016-2017 Verification Worksheet

### Dependent Student – Tracking Group V1

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, 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

Student’s Last Name	Student’s First Name	MI	Student’s SSN or ID number
Student’s Street Address (include Apt. #)		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’ 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.
- Other people if they now live with the parents and the 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, 2017.

Number in College: Please include in the space below information about 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, 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 Univ.</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.

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

<b>1. TAX RETURN FILERS – COMPLETE THIS SECTION ONLY IF YOU HAVE FILED OR WILL FILE A 2015 TAX RETURN</b>
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**Instructions:** Complete this section if the student filed a 2015 IRS income tax return. 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.

**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 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).

<b>2. TAX RETURN NONFILERS – COMPLETE THIS SECTION IF THE STUDENT WILL NOT FILE AND IS NOT REQUIRED TO FILE A 2015 INCOME TAX RETURN WITH THE IRS.</b>
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**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 an IRS W-2 form is provided. Provide copies of all 2015 IRS W-2 forms issued to the student by his/her employers. List all employers 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 SSN at the top.*

<b>Employer Name</b>	<b>2015 Amount Earned</b>	<b>IRS W-2 Attached?</b>
<i>ABC Shipping (example)</i>	<i>\$1,280.</i>	<i>Yes</i>

**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. Parent's Income Information to Be Verified

### 3. TAX RETURN FILERS – COMPLETE THIS SECTION ONLY IF YOU HAVE FILED OR WILL FILE A 2015 TAX RETURN

**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 the end of the 2015 tax year on December 31, 2015.

**Instructions:** Complete this section if the parents filed a 2015 IRS income tax return. 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.

**Check the box that applies:**

- The parent has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parent 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).

### 4. TAX RETURN NONFILERS – COMPLETE THIS SECTION IF THE PARENT WILL NOT FILE AND IS NOT REQUIRED TO FILE A 2015 INCOME TAX RETURN WITH THE IRS.

**Check the box that applies:**

- Neither parent was employed, nor neither had income earned from work in 2015.
- One or both parents were employed in 2015 and has 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 parent by his/her employers. List all employers 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 SSN at the top.*

Employer Name	2015 Amount Earned	IRS W-2 Attached?
<i>ABC Shipping (example)</i>	<i>\$1,280.</i>	<i>Yes</i>

**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.

## 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.
- One of the persons listed in the household received SNAP benefits in 2014 or 2015.

**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 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 you need more space, attach a separate page that includes the students name and SSN at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of child for Whom Support was paid	Age of child for Whom Support was paid	Annual 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.

## F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

The student and one parent must sign and date.

\_\_\_\_\_  
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.**