



2015 – 2016 INDEPENDENT VERIFICATION WORKSHEET

Federal Student Aid Programs

Your 2015-2016 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called **verification**. According to federal regulations, the Financial Aid Office must verify your FAFSA information before we can award you financial aid. Please complete and sign the form, attach any required documents, and submit it to the address above. **Blank or incomplete forms will not be processed.** If you have questions about the process, you can contact us at the number above.

SECTION A: Student Information

Last Name	First Name	Middle Name	Student VIP ID
Mailing Address (include Apt. #)			Date of Birth
City	State	Zip Code	Home Phone
Email Address			Cell or Alternate Phone Number

SECTION B: Family Information

Independent Students (student who *did not* need to provide parent information on the FAFSA)

List the people in your household. Include:

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

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half-time between July 1, 2015 and June 30, 2016 and will be enrolled in a program that leads to a college degree, certificate or diploma at a postsecondary educational institution.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half-Time
Example: John Doe	20	Brother	State University	Yes
		Self		

If you need more space, attach a separate paper.

SECTION C: Student/Spouse's Income to Be Verified

Instructions: Complete this section, even if you, the student and/or your spouse, did not file a 2014 income tax return with the IRS.

Data Retrieval Tool: The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. 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 2014 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Obtaining a Tax Return Transcript:

To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return 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 your 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. If you are married and you and your spouse filed separate 2014 tax returns, you must submit tax return transcripts for both you and your spouse.

You will need to submit copies of your 2014 W-2(s), along with the rest of the required documentation. If you or your spouse is in the military, please submit December 2014 Leave and Earnings Statement (LES).

Student's/Spouse's Tax Forms and Income Information

- Check only one box below. You must request a **2014 Tax Transcript from the IRS** at www.irs.gov or call 1-800-908-9946 or use the **IRS Data Retrieval Tool found on the 2015-2016 FAFSA** (www.fafsa.ed.gov). Please check which method you used to input your tax info.
 - Check here if you are attaching a Tax Return Transcript. (*Can only be obtained from the IRS.*)
 - Check here if you have requested a Tax Return Transcript. **Date Requested:** _____
 - Check here if you have used or will use the IRS Data Retrieval Tool. **Date Submitted:** _____
 - Check here if you and/or your spouse were not employed and had no income earned from work in 2014.
 - Check here if you and/or your spouse worked, but will not file and are not required to file a 2014 U.S. Income Tax Return.
- If you, the student, or your spouse filed an amended 2014 federal tax return, please request a 2014 IRS "Record of Account" and submit to our office. This document can only be requested via the IRS Form 4506-T (available on the IRS website). If you cannot submit this document, you must submit copies of a 2014 IRS Tax Return Transcript and a 2014 Tax Account Transcript.
- Non-Filers – Complete this section if you, the student, or your spouse, will not file and are not required to file a 2014 Federal Income Tax Return, list below your employer(s) and any income received in 2014. Please attach a copy of W-2 form for each source of employment. Misplaced W-2s can be requested through employers or the IRS.

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
	\$	
	\$	

SNAP Benefits Received

Yes No

Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps, any time during the 2013 or 2014 calendar years. The Financial Aid Office may require documentation from the agency that issued the SNAP benefits.

Name of Person Who Received SNAP in 2013 or 2014	List Student or the Relationship to the Student

Child Support Paid

Yes No

Complete this section if you or your spouse paid child support in 2014.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Child's Age	Annual Amount Paid in 2014
				\$
				\$
				\$

