



**Completion of Verification Based Upon 2015 Federal Tax Return Filing Extension  
(Parent/Stepparent)  
2016 - 2017**

Last Name	First Name	Middle Name	Student VIP ID
Student's Email Address	Student's Telephone Number		Date of Birth

Your 2016 – 2017 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called **verification**. As part of the verification process, information from your parent(s)/stepparent's 2015 Federal Tax Return must be supplied to our office. Your parent(s)/stepparent recently requested an extension of time to file a 2015 Federal Tax Return. Please answer the questions below and attach the requested documentation if applicable, provide signatures, and return these documents to our office. A copy of yours/your parent's completed IRS Form 4868 (Application for Automatic Extension of Time to File U.S. Individual Income Tax Return) must be attached to this form. Please note the completion of this form gives you three weeks after the filing deadline to provide our office with all of the documentation required for the verification process. Failure to provide all requested documentation could result in loss of financial aid for the school year.

1. Have your parent(s)/stepparent's completed and submitted IRS Form 4868 (Application for Automatic Extension of Time to File U.S. Individual Tax Return)?
  - Yes – Please attach a copy of the completed IRS Form 4868. The form must be completed before we can continue processing your application.
  - No – Please complete and submit IRS Form 4868. A copy of your parent(s)/stepparent's completed IRS Form 4868 must be attached.
  
2. Did your parent(s)/stepparent's receive one or more W-2s for the 2015 calendar year?
  - Yes – Please attach a copy of all W-2s received for calendar year 2015.
  - No
  
3. Were your parent(s)/stepparent self-employed during the 2015 calendar year?
  - Yes – Please estimate your parent(s)/stepparent's 2015 adjusted gross income and taxes paid below:
 

2015 Estimated Adjusted Gross Income:	\$ _____
2015 Estimated Taxes Paid:	\$ _____
  - No

*By signing this document, I certify that all the information reported on it is true and accurate. If I purposely give false or misleading information on this document, it will be cause for denial or repayment of financial aid and I may also be fined, sentenced to jail, or both.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date