



## 2016 – 2017 DEPENDENT VERIFICATION WORKSHEET

### Federal Student Aid Programs

Your 2016-2017 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

#### Dependent Students (students who needed to provide their parent(s) information on the FAFSA)

List the people in your parent(s) household in the below section. 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, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-2017. Include children who meet either of 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, 2017.
- Excluding your parents, write in the name of the college for any household member who will be attending college at least half-time between July 1, 2016 and June 30, 2017 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.**

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

Student VIP ID: \_\_\_\_\_

**SECTION C: Parent(s)/Stepparent Income to Be Verified**

**Instructions:** Complete this section even if the student's parent(s) did not file a 2015 income tax return with the IRS.

**Obtaining a 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 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 2015 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 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.

*You will also need to submit copies of your 2015 W-2(s), along with the rest of the required documentation. If you are in the military, please submit December 2015 Leave and Earnings Statement (LES).*

**Parent(s)/Stepparent Tax Forms and Income Information**

- Check only one box below. Your parent(s) must request a **2015 Tax Transcript from the IRS** at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946 or use the **IRS Data Retrieval Tool found on the 2016-2017 FAFSA** ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Please check which method your parent(s) used to input your tax info.
  - Check here if your parent(s) are attaching a Tax Return Transcript. *(Can only be obtained from the IRS.)*
  - Check here if your parent(s) have requested a Tax Return Transcript. **Date Requested:** \_\_\_\_\_
  - Check here if your parent(s) were not employed and had no income earned from work in 2015.
  - Check here if your parent(s) worked, but will not file and are not required to file a 2015 U.S. Income Tax Return.
- If your parent(s)/stepparent filed an amended 2015 federal tax return, please request a 2015 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 2015 IRS Tax Return Transcript and a 2015 Tax Account Transcript.
- Non-Filers – Complete this section if you, the parent, will not file and are not required to file a 2015 Federal Income Tax Return, list below your employer(s) and any income received in 2015. 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	2015 Amount Earned	IRS W-2 Attached?
	\$	
	\$	

**SNAP Benefits Received**

Yes  No

Complete this section if someone in the parent(s)'s household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps, any time during the 2014 or 2015 calendar years. The Financial Aid Office may require documentation from the agency that issued the SNAP benefits.

Name of Person Who Received SNAP in 2014 or 2015	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 2015.

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 2015
				\$
				\$
				\$

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

Student VIP ID: \_\_\_\_\_

**SECTION C: Student's Income to Be Verified**

**Instructions:** Complete this section if you, even if you the student did not file a 2015 income tax return with the IRS.

**Obtaining a 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 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 2015 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.

*You will also need to submit copies of your 2015 W-2(s), along with the rest of the required documentation. If parent/stepparent is in the military, please submit December 2015 Leave and Earnings Statement (LES).*

**Student's Tax Forms and Income Information**

1. Check only one box below. You must request a **2015 Tax Transcript from the IRS** at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946 or use the **IRS Data Retrieval Tool found on the 2016-2017 FAFSA** ([www.fafsa.ed.gov](http://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 were not employed and had no income earned from work in 2015.
- Check here if you worked, but will not file and are not required to file a 2015 U.S. Income Tax Return.

2. If you filed an amended 2015 federal tax return, please request a 2015 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 2015 IRS Tax Return Transcript and a 2015 Tax Account Transcript.

3. Non-Filers – Complete this section if you will not file and are not required to file a 2015 Federal Income Tax Return, list below your employer(s) and any income received in 2015. 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	2015 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 2014 or 2015 calendar years. The Financial Aid Office may require documentation from the agency that issued the SNAP benefits.

Name of Person Who Received SNAP in 2014 or 2015	List Student or the Relationship to the Student

**Child Support Paid**

Yes  No

Complete this section if you paid child support in 2015.

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 2015
				\$
				\$
				\$

**SECTION D: 2015 Additional Financial Information:** Enter "0" if the answer is "none". **Do not leave any item blank.**

