

## 2015-2016 Dependent Student Verification Worksheet

Your 2015–2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Regulations stipulate that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. A comparison will be made with the information from your FAFSA, this worksheet, and 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 office. **We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible, so that your financial aid will not be delayed.**

### Section A. Dependent Student's Information

Last Name	First Name	Middle Name	Student ID #
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Street Address	City	State	Zip Code
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## Section B. Dependent Student's Family Information

*\*\*Dependent students must now include both legal (biological or adoptive) parents, if the parents live together, regardless of the marital status or gender of the parents.*

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

- Yourself and your parent(s) (including 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 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, 2016.

Include the name of the college for any household member, (excluding your parents), 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.

[illegible]

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

### 1. Complete this section if a 2014 Tax Return was filed.

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

**Instructions:** Complete this section if the student, filed or will file a 2014 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into the student's 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. If you need more information about when or how to use the IRS Data Retrieval Tool, see your financial aid administrator.*

**Check only the box 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 information that was transferred in the verification process.*
- ☐ Check here if the student's IRS 2014 tax return transcript is attached to this worksheet. 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.

### 2. Complete this section if a 2014 Tax Return was not filed.

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

**Check only the box that applies:**

- ☐ The student was not employed and had no income earned from work in 2014.
- ☐ The student (and/or the student's spouse, if married) was employed in 2014 and has listed below the names of all the student's employers, the amount earned from each employer in 2014, and whether an IRS Wage and Income Transcript is attached.

Attach a copy of your 2014 IRS Wage and Income Transcript and a 2014 Verification of non-filing Letter (*dated on or after 6/15/2015*), obtained from the IRS, issued to the student. Your IRS Wage and Income Transcript will list all of your W-2s for the 2014 tax year. You may follow the instructions for the IRS listed above. If you were not eligible to receive W-2s, you will need to provide a signed statement explaining the reason the form is not available and listing the amount and sources of income earned from work. *List every employer, even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and student ID# at the top.*

Employer's Name	2014 Amount Earned	IRS Wage Tran Attached

## Section D. Parent's Income Information to Be Verified

Note: If two parents were reported in Section A of this worksheet, the instructions and certifications below refer, and apply, to both parents.

### 1. Complete this section if a 2014 Tax Return was filed.

**TAX RETURN FILERS**—Important Note: If the student's parent(s) filed, or will file, an amended 2014 IRS tax return, the student *must* contact the financial aid administrator 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. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into the student's 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. If you need more information about when or how to use the IRS Data Retrieval Tool, see your financial aid administrator.*

**Check only the box that applies:**

- ☐ The student's parent(s) 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 information that was transferred in the verification process.*
- ☐ Check here if the student's parent(s) has attached their IRS 2014 tax return transcript to this worksheet. 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

### 2. Complete this section if a 2014 Tax Return was not filed.

**TAX RETURN NON-FILERS** - 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 only the box that applies:**

- ☐ The student's parent(s) was not employed and had no income earned from work in 2014.
- ☐ The student's parent(s) 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 Wage and Income Transcript is attached.

Attach a copy of your parent(s) 2014 IRS Wage and Income Transcript and a 2014 Verification of non-filing Letter (*dated on or after 6/15/2015*), obtained from the IRS, issued to the parent(s). The IRS Wage and Income Transcript will list all of W-2s for the 2014 tax year. You may follow the instructions for the IRS listed above. If you were not eligible to receive W-2s, you will need to provide a signed statement explaining the reason the form is not available and listing the amount and sources of income earned from work. *List every employer, even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and student ID# at the top.*

Employer's Name	2014 Amount Earned	IRS Wage Tran Attached

## Section E. Certification and Signatures

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By signing below, we certify that the information provided on this form is true and correct to the best of our knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. ***I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines***

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Student's Signature

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Date

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Parent's Signature

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Date

*Do not mail this worksheet to the U.S. Department of Education.  
Please submit this worksheet to the financial aid administrator at your school.*