



Your 2016–2017 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.**

[illegible]

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

1. Complete this section if a 2015 Tax Return was filed.

TAX RETURN FILERS—Important Note: If the student filed, or will file, an amended 2015 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 2015 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, 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 2015 IRS income tax information into the student's FAFSA. It takes up to three 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 2015 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 2015 Tax Return Transcript is attached to this worksheet. To obtain an IRS Tax Return Transcript, go to www.irs.gov and click on the "Get a Tax 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 2015 IRS tax return was filed).

2. Complete this section if a 2015 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 2015 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 2015.
- ☐ The student (and/or the student's spouse, if married) was employed in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015, and whether an IRS Wage and Income Transcript is attached.

Regardless of the box marked in part 2 of Section C, if you did not file a 2015 Tax Return you are required to attach a copy of your 2015 IRS Wage and Income Transcript and a 2015 Verification of Non-filing Letter (*dated on or after 6/15/2016*), obtained from the IRS, issued to the student. Your IRS Wage and Income Transcript will list all of your W-2s for the 2015 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	2015 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 2015 Tax Return was filed.

TAX RETURN FILERS—Important Note: If the student's parent(s) filed, or will file, an amended 2015 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 2015 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 may go to 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 2015 IRS income tax information into the student's FAFSA. It takes up to three 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 2015 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 2015 Tax Return Transcript to this worksheet. To obtain an IRS Tax Return Transcript, go to www.IRS.gov and click on the "Get a Tax 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 2015 IRS tax return was filed).

2. Complete this section if a 2015 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 2015 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 2015.
- ☐ The student's parent(s) 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 Wage and Income Transcript is attached.

Regardless of the box marked in part 2 of Section D, if you did not file a 2015 Tax Return you are required to attach a copy of your parent(s) 2015 IRS Wage and Income Transcript and a 2015 Verification of Non-filing Letter (*dated on or after 6/15/2016*), obtained from the IRS, issued to the parent(s). The IRS Wage and Income Transcript will list all of W-2s for the 2015 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	2015 Amount Earned	IRS Wage Tran Attached

Section E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

Student's Signature

Date

Parent's Signature

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.*