



2017–2018 Verification Worksheet

Dependent Student

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with 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 administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student ID # _____ Student's Social Security Number _____

Student's Last Name _____ Student's First Name _____ M.I. _____ () _____
 Student's Home Phone

Student's Street Address _____ City/State/Zip _____ () _____
 Student's Alternate or Cell Phone Number

B. Dependent Student's/Parents Family Information

List below the people in your Parent's household: **INCLUDE ONLY PEOPLE THAT PARENT'S WILL SUPPORT MORE THAN 50%**

- Parent's household includes: student (even if student does not live with parent) and parents (including a stepparent)
- The parent's other children if the parents will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information when completing the FAFSA or 2017-2018. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Full Name	Age	Relationship	Name of College if enrolled between 7/1/17 and 6/30/18	Enrolled in a degree program at Least Half Time Y/N
		<i>Self</i>		

C. Dependent Student's/Parents Income Information to Be Verified

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SECTION FOR STUDENT NONTAX FILERS ONLY

Complete this section if you, the student will not file and are not required to file a 2015 income tax return with the IRS and provide an IRS Confirmation of Nonfiling- **Form 4506-T**. **Check the box that applies:**

_____ The student was not employed and had no income earned from work in 2015.

_____ The student was employed in 2015 **BUT DID NOT FILE TAXES** and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 W-2 forms issued to you by employers. *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 SSN at the top.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached

SECTION FOR PARENT NONTAX FILERS ONLY

Complete this section if you, the Parent(s) will not file and are not required to file a 2015 income tax return with the IRS and provide an IRS Confirmation of Nonfiling- **Form 4506-T**. **Check the box that applies:**

_____ Neither parent was employed and had no income earned from work in 2015.

_____ One or both parents were employed in 2015 **BUT DID NOT FILE TAXES** and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Attach copies of all 2015 W-2 forms issued to you by employers. *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 ID number on the top.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached

Student's Name: _____

Student ID# _____

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THIS SECTION IS FOR STUDENT TAX FILERS ONLY

Complete this section if you, the student, filed a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. Check the box that applies:*

_____ The student has used the IRS DRT in FAFSA on the Web to transfer 2015 income tax return information into the students FAFSA. Date DRT was used _____.

_____ The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2015 IRS Tax Return Transcript(s).

THIS SECTION IS FOR PARENT TAX FILERS ONLY

Complete this section if the parents filed a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IR DRT if that information was not changed. Check the box that applies:*

_____ The parents have used the IRS DRT in FAFSA on the Web to transfer 2015 income tax return information into the students FAFSA. Date DRT was used _____.

_____ The parent is unable or chooses not to use the IRS DRT in FAFSA on the Web, they will provide the school a 2015 IRS Tax Return Transcript(s). **If the parents filed separate 2015 IRS income tax returns, 2015 IRS Tax Return Transcripts must be provided for both.**

D. STUDENT/ PARENTS WITH UNUSUAL CIRCUMSTANCES

_____ **Granted a Filing Extension by the IRS-** If an individual is required to file a 2015 income tax return and has been granted a filing extension by the IRS, Provide the following documents:

- A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return" that was filed with the IRS for tax year 2014; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2015.

_____ **Filed an Amended IRS Income Tax Return-**If an individual files an amended IRS income tax return to tax year 2015, provide both of the following:

- A signed copy of the original 2015 IRS income tax return transcript for the 2015 tax year; and
- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

_____ **Victim of IRS Identity Theft:** A victim of IRS identity theft who has been unable to obtain a 2015 IRS Tax Return Transcript or use the IRS DRT must provide a signed copy of the 2015 paper IRS income tax return that was filed with the IRS and a signed copy of IRS Form 14039 "Identity Theft Affidavit" if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS but did not keep a copy of it or that he or she was not required to file the form; or
- A copy of a police report if it was filed related to the IRS identity theft.

_____ **Filed Non-IRS Income Tax Returns-**If an individual filed or will file a 2015 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Mariana Islands), or with a foreign country, provide a signed copy of that 2015 income tax return(s).

Each person signing this form certifies that all the information reported on it is complete and correct.

Student Signature

Date

Parent's Signature

Date