

2016-2017 Verification Worksheet for Independent Student

Your 2016-2017 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, your school must confirm certain information reported on your FAFSA.

You must complete and sign this worksheet. Submit the form and other required documents to your college's Financial Aid Office. If additional information is required, it will be specified online within the Financial Aid pages of Banner Self-Service, so do check frequently for updates and any outstanding requirements.

To verify that FAFSA information is correct, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may be corrected. If you have questions, contact your college's Financial Aid Office as soon as possible to avoid delays in receiving your aid.

Student's Last Name	Student's First Name	Student's M.I.	Student/ Banner ID Number
Student's Street Address (in	nclude apt. no.)		
			Student's Date of Birth

B. Independent Student's Family Information

In the table below, list the people in the student's household. Include:

- The student (always list yourself first).
- The student's spouse, if the student is married.
- The student's or spouse's children, if the student or spouse will provide more than half of their support from July 1, 2016, through June 30, 2017, even if a child does not live with the student.
- Other people if they now live with the student, and the student or spouse provides more than half of that person's support and will continue to provide more than half of their support through June 30, 2017.

For "College" information: Include the name of the college/school for any listed household member who currently is or who will be enrolled at least half time (6 credits or more) in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2016, and June 30, 2017. Additional documentation may be required.

If more space is needed, include an additional page with the student's name and Student ID # at the top.

Full Name	Age	Relationship to	College	Will be Enrolled at
		Student		Least Half Time
Missy Jones (example)	28	spouse	Central University	Yes
		Self		

Student'	's Name:	Student/ Banner ID:		
C. Ver	rification of 2015 Income Information for <u>Independe</u>	nt Student Tax Return	<u>Filers</u>	
Instruct	tions: Complete this section only if the student and spous	e, if married, <u>filed or will</u>	file a 2015 IRS income	tax return.
www.FA	al, the best way to verify income is by using the IRS Data Re FSA.gov. In most cases, no further documentation is needed FAFSA using the IRS DRT so long as that information was	to verify 2015 income infor	mation that was transfer	
For	Tax Return Filers, check the box below that applies	s:		
	The student <u>has already used</u> the IRS DRT in <i>FAFSA on the</i> student's FAFSA and has made no changes to that IRS da		s income tax return inform	nation into the
	The student <u>has not yet used</u> the IRS DRT in <i>FAFSA on th</i> information into the student's FAFSA once the 2015 IRS			ome tax return
	The student <u>changed imported data</u> , is <u>unable to use the IR</u> and instead will provide the school a 2015 IRS Tax Return . Note: This is <u>not</u> a photocopy of the income tax return.			
	Check here if the student's IRS Tax Return T	ranscript is included with th	nis worksheet.	
	Check here if the student's IRS Tax Return T	ranscript will be submitted	to the school later.	
For	more information, see separate document Providing Income	and Tax Information When	Your FAFSA is Selected	for Verification
Skip Sec	tion "D" below if you, the student, filed/ will file a 2015 IRS	Income Tax Return.		
D. Ver	rification of 2015 Income Information for <u>Independent</u>	nt Student Who is Not 1	Required to File a Tax	x Return
	tructions: Complete this section only if the student will reinformation about filing requirements, review "Do I Need to			me tax return.
For	Non-Filers, check the box below that applies:			
	The student and spouse were not employed and had no inc	come earned from work in 2	015.	
	The student (and spouse, if married) did not file <u>and were</u> the chart below the names of all the student's (and spouse whether an IRS W-2 form is included.	-	• •	
	Provide copies of all 2015 IRS W-2 forms	issued to the student &	spouse by employers.	
	List every employer below, even if	•	•	
	If more space is needed, include an additional pag			9.
	Employer's Name	2015 Amount Earned	IRS W-2 Provided?	
	(example) Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)	

Note: You may be required to provide documentation from the IRS to confirm an income tax return was not filed.

Student's Name:		e: Student/ Banner ID:
Е.	Receip	ot of SNAP Benefits
	receive	ctions: This section must be completed if you reported on your FAFSA that someone in your (the student's) household benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time the 2014 or 2015 calendar years.
	Check	the box that applies:
		YES, a member of the student's household received SNAP benefits sometime during 2014 or 2015. If asked by the college, documentation of the receipt of SNAP benefits during 2014 and/or 2015 will be provided.
		NO, no member of the student's household received SNAP benefits in 2014 or 2015.

F. Child Support Paid

1-800-4FED-AID (1-800-433-3243).

Instructions: This section must be completed if you reported child support paid in 2015 on your FAFSA. If the student (and/or spouse who is a member of the student's household) paid child support in 2015, provide in the table below the name(s) of the person(s) who paid the child support, the name(s) of the person(s) to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If no child support was paid, indicate \$0 or N/A.

Note: SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call

Do NOT include child support received in this section – only that which was paid.

If more space is needed, include an additional page with the student's name and Student ID # at the top.

Name of Person in Household Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name & Age of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015
Marty Jones	Chris Smith (example)	Terry Jones, 2 years	\$6,000.00
		Total Paid in 2015:	

Note: In certain cases, the school may request additional documentation to verify child support paid.

tudent's Name:	Student/ Banner ID:	
G. Certification and Signatures Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date below.	WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.	
Student's Signature	Date	
Spouse's Signature (Optional)	 Date	

Submit this worksheet and any other required documentation to the financial aid administrator at your school.

Illegible or missing information will delay processing and awarding of financial aid.

Ensure that all relevant sections are completed. If a section does not apply to you, mark it as "N/A" or "Not Applicable."

Providing Income and Tax Information When Your FAFSA is Selected for Verification

Some students who complete a Free Application for Federal Student Aid (FAFSA) will be selected for a process called **verification**. Many of these students need to verify income and tax information for themselves for a specific tax year. In addition, income & tax information for the student's spouse (if the student is married) or for the student's parents (if the student is considered "dependent") may be required.

The college cannot complete verification and disburse aid until all required information is received and reviewed.

For those who report that they have filed or will file federal income tax returns, the best way to verify income and tax information is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of FAFSA on the Web at www.FAFSA.ed.gov. In most cases, no further documentation is needed to verify income information that was transferred into the student's FAFSA using the IRS DRT so long as that information was not changed once it was imported.

How to use the IRS DRT to update your FAFSA once an income tax return has been processed by the IRS:

- 1. Go to www.FAFSA.ed.gov and log into your FAFSA record
- 2. Select "Make FAFSA Corrections"
- 3. Navigate to the Financial Information section of the FAFSA
- 4. In the Tax Information section(s), follow the instructions to determine eligibility to use the IRS DRT
- 5. If eligible, follow the directions to link to the IRS
- 6. Provide the filer's Social Security Number, birth date, and address used when filing
- 7. Follow the instructions to transfer IRS income tax return information into the FAFSA

If the student or parent is unable to use the IRS DRT, must change the information that is imported, or chooses not to use the IRS DRT in FAFSA on the Web, an **IRS Tax Return Transcript**—<u>not</u> a photocopy of the income tax return- must be provided to the Financial Aid Office.

How to Obtain an IRS Tax Return Transcript:

- RECOMMENDED Telephone Request: 1-800-908-9946
- Online Request : www.IRS.gov
 - o Under the Tools section on the IRS homepage, click "Get A Tax Transcript"
 - Click "Get Transcript by MAIL"
 - Provide the filer's Social Security Number, date of birth, and address info used when filing
 - o Request the "Tax Return Transcript" NOT the "Tax Account Transcript" for the specified year
- Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T

Availability of IRS DRT and Tax Return Transcripts:

The majority of electronic tax return filers will have information available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after their electronic tax returns has been accepted by the IRS. Availability takes 6-8 weeks for paper tax return filers. Additional time may be required if income tax is owed.

Plan ahead – File your taxes early to allow for sufficient time to complete financial aid processes.

Special Cases: (Contact the Financial Aid Office at your college if you require additional assistance)

- If the student or parent made a mistake on the FAFSA and will not file, simply correct the information online.
 - Log into www.FAFSA.ed.gov, select "Make FAFSA Corrections," and update as needed.
- Notify the Financial Aid Office if you, the student (if married) or your parents (if you are a dependent student) had a **change in marital status** after December 31, 2015 or- if any **married tax filer filed separately**.
- If an **amended** (i.e., changed) IRS income tax return has been or will be filed, provide a <u>signed</u> copy of the IRS Form 1040X "Amended US Individual Income Tax Return" **AND** an IRS Tax Return Transcript.
- For IRS filing **extensions**, provide a copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," **AND** copies of all IRS Forms W–2 for each source of employment income, **AND/OR**, if self-employed, a signed statement certifying the estimated amount of Adjusted Gross Income (AGI).
- For victims of **IRS tax-related identity theft**, provide a Tax Return Database View (TRDBV) transcript **AND** a signed & dated statement about the situation and affirming the IRS is aware of the problem.
 - o Victims of tax-related ID theft should call the IRS' Identity Protection Specialized Unit at 1-800-908-4490.