

2017-2018 Verification Worksheet

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, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Social Security or ID Number</i>
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i> <i>Zip Code</i>
<i>Date of Birth</i>	<i>E-mail Address</i>		<i>Phone Number (include area code)</i>

B. Family Information (Please check the appropriate box)

Per your 2017-2018 FAFSA information, were you:

Independent

Dependent

List ALL household members. Include: the student, spouse (if married); Dependents should list parent(s)-including any stepparent if applicable; Student's, spouse's & parents' other children that will receive more than half of their support from 7-1-17 to 6-30-18 (of if they would be classified as dependent on the 17-18 FAFSA; and any other household member(s). Also write in the name of the college for any family member, **excluding** your parent(s), who will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution between July 1, 2017 and June 30, 2018. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Will be enrolled at Least Half-Time (Yes or No)
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>	
		Self		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Tax Forms and Income Information

1. Verification of 2015 IRS Income Tax Return Information for Student and/or Parent Tax Filers.

Check all that apply:

- The student has used the IRS Data Retrieval Tool (DRT) to transfer 2015 IRS income return information.
- The student has not yet used the IRS DRT but will use it to transfer 2015 IRS income tax information once the return is filed.
- The student is unable or chooses not to use the IRS DRT & instead will provide a 2015 Tax Return Transcript.
- The parents have used the IRS Data Retrieval Tool (DRT) to transfer 2015 IRS income return information.
- The parents have not yet used the IRS DRT but will use it to transfer 2015 IRS income tax information once the return is filed.
- The parents are unable or chooses not to use the IRS DRT & instead will provide a 2015 Tax Return Transcript.

***An **IRS Tax Return Transcript** comes directly from the Internal Revenue Service and can be obtained by either “print or mail” at www.irs.gov/Individuals/Get-Transcript or by calling 1-800-908-9946 and following the instructions of the automated prompt, make sure to request an “IRS Tax Return Transcript” and **not** an “IRS Account Transcript”.

- If the student and spouse (or married parents) filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 tax return transcripts MUST** be provided for both:
 Check here if a **2015 IRS Tax Return Transcript(s)** is provided.
 Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later. *(this may delay awarding)*

2. Verification of 2015 Income Information for Student and/or Parent Nontax Filers

***Complete this section if the student and/or parent will not file and is/are not required to file a 2015 income tax return with the IRS.

Check all that apply:

- The student and spouse were not employed and had no income earned from work in 2015.
- Neither parent was employed and had no income earned from work in 2015.
- The student, spouse, and/or parent were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student, spouse (if married) and/or parent by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	Student Amount	Spouse or Parent(s) Amount	IRS W-2 Provided?

D. Sign This Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **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

Parent's Signature (Dependent Students Only) Date

Spouse Signature (optional)

Date