# 2016–2017 Verification Worksheet
# 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, we may ask you to confirm the information you and your parents 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 and at least one parent 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. Independent Student's Information**

_____     _____
Student's Last Name          Student's First Name          Student's M.I.          Student's Social Security Number

_____     _____
Student's Street Address (include apt. no.)                Student's Date of Birth

_____     _____
City                    State                    Zip Code          Student's Email Address

_____     _____
Student's Home Phone Number (include area code)            Student's Alternate or Cell Phone Number

**B. Independent Student's Family Information**

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the child would be required to provide your information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member who will be enrolled <u>at least half time</u>, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time |
|---|---|---|---|---|
| *Marty Jones(example)* | *28* | *Wife* | *Central University* | *Yes* |
|  |  | *Self* |  |  |
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**Student's Name: _____ SSN: _____**

## C. Independent Student's Income Information to Be Verified

1. **TAX RETURN FILERS**—**Important Note:** If you (or your spouse, if married) filed, or will file, an <u>amended</u> 2015 IRS tax return, you must contact your financial aid administrator before completing this section.

   **Instructions**: Complete this section if you, the student, <u>filed or will file</u> 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 you have not already used the tool, go to <u>FAFSA.gov</u>, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your 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 the box that applies:**

   ☐ I, the student, <u>have used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*

   ☐ I, the student, <u>have not yet used</u> the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA once I have filed my 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.*

   ☐ I, the student, am <u>unable or choose not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2015 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to <u>www.IRS.gov</u> 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 your 2015 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. If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse.*

   ☐ *Check here if an IRS tax return transcript(s) is attached to this worksheet.*

   ☐ *Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.*

2. **TAX RETURN NONFILERS**—Complete this section if you, the student (and, if married, your spouse), will not file and <u>are not required</u> to file a 2015 income tax return with the IRS.

   **Check the box that applies:**

   ☐ The student (and, if married, the student's spouse) 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 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 (and, if married, to your spouse) 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? |
|---|---|---|
| *Suzy's Auto Body Shop (example)* | *$2,000.00* | *Yes* |
| | | |
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| | | |

**Student's Name:** _____ **SSN:** _____

## D. Independent Student's Other Information to Be Verified

1. Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.

   ☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

2. Complete this section if you or your spouse, if married, paid child support in 2015.

   ☐ Either I, or if married my spouse who is listed in Section B of this worksheet, paid child support in 2015. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by my school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes your name and Social Security Number at the top.*

| Name of Person Who Paid Child Support | Name of Person to Whom Child Support was Paid | Name of Child for Whom Support Was Paid | Amount of Child Support Paid in 2015 |
|---|---|---|---|
| *Marty Jones(example)* | *Chris Smith* | *Terry Jones* | *$6,000.00* |
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## E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

**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                                                                          Date

*Do not mail this worksheet to the U.S. Department of Education.*
*Submit this worksheet to the financial aid administrator at your school.*
*You should make a copy of this worksheet for your records.*