

## 2017 – 18 INDEPENDENT STUDENT VERIFICATION WORKSHEET

Your 2017–18 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 using this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your spouse whose information was reported on the FAFSA must complete this worksheet, attach any required documents, and submit them 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. Please submit your form by mail or fax.

Please complete the sections of this form according to the specified Verification Group listed below:

- V1 Standard:** Complete sections 1, 2, 3A, and/or 3C, and 5
- V4 Custom:** Complete sections 1, 4, 5, and Identity and Statement of Educational Purpose
- V5 Aggregate:** Complete sections 1,2, 3A, 3B and/or 3C, 4, 5, and Identity and Statement of Educational Purpose

### 1. Student Information

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

### 2. Household Information

List the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your dependent children if they will receive more than half of their support from you from July 1, 2017 through June 30, 2018. Do not include children for whom child support is paid or foster children.
- 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 from July 1, 2017 through June 30, 2018.

If you need more space, please attach a separate page with the student's name and ID at the top.

Full Name	Age	Relationship	Name of College 2017 - 18
		Self	

### 3A. Tax Forms and Income Information

All tax filers must submit a copy of their 2015 IRS Tax Return Transcript unless they have transferred their 2015 income tax return information into the FAFSA using the IRS Data Retrieval Tool (IRS DRT) and have not subsequently changed that information. If you are unable to submit an IRS Tax Return Transcript please submit copies of your 2015 federal 1040, 1040A, or 1040EZ tax returns, any IRS schedules (A, B, C, etc.).

- If the student **did file** a 2015 federal tax return, that individual should go to Section 3B.
- If the student **did not file** a 2015 federal tax return, that individual should go to Section 3C.

### 3B. (Student). Verification of 2015 IRS Income Tax Return Information for Tax Filers

- The student **has used** the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
  - 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 or copies of your 2015 federal 1040, 1040A or 1040EZ tax returns, any IRS schedules (A, B, C, etc).
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- If the spouse **did file** a 2015 federal tax return, that individual should go to Section 3B.
  - If the spouse **did not file** a 2015 federal tax return, that individual should go to Section 3C.

### 3B. (Spouse). Verification of 2015 IRS Income Tax Return Information for Tax Filers

- The spouse **has used** the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The spouse 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 or copies of your 2015 federal 1040, 1040A or 1040EZ tax returns, any IRS schedules (A, B, C, etc).

### Directions for requesting a Tax Return Transcript

To obtain a 2015 IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Transcript Online / by Mail" link. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address used on the 2015 IRS income tax return. In most cases, for electronic filers, a 2015 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS Tax Return Transcript may be requested within 6–8 weeks after the 2015 paper tax return has been received by the IRS.

### 3C. Verification of 2015 Income Information for Nontax Filers

If the student or spouse was employed in 2015 and **DID NOT** file taxes, they must list below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Provide copies of all 2015 IRS W-2 forms issued to the student and spouse by their employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top. If a W-2 form is unavailable, attach a statement signed by the student explaining why the W-2 is unavailable and cannot be provided in a timely manner.

Name of Student/Spouse	Employer's Name	2015 Amount Earned	IRS W-2 Provided?

### 4. Student's High School Completion Status

Provide one of the following documents indicating the student's high school completion status when the student will begin college in 2017–18. Check the box of the document you will attach to this worksheet.

- Office of Admissions has this documentation on file (no attachment necessary)
- High school diploma
- Final official high school transcript including graduation date when diploma was awarded
- Copy of the "secondary school leaving certificate" (or other similar document) for students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript
- General Educational Development (GED) certificate or GED transcript
- State certificate or test transcript received after the student has passed a state-authorized examination the state recognizes as the equivalent of a high school diploma [e.g., High School Equivalency Test (HiSET), etc.]
- Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor's degree
- If state law requires a home schooled student to obtain a secondary school completion credential (other than a high school diploma or its recognized equivalent), a copy of that credential
- If state law does not require a home schooled student to obtain a secondary school completion credential, a transcript or the equivalent signed by your parent or guardian, that lists the secondary school courses completed and documents the successful completion of a secondary school education in a home school setting
- DD Form 214, Certificate of Discharge from Active Duty, if it indicates student has a high school diploma or its equivalent

*If you are unable to obtain any of the documentation listed above, you must contact our office.*

### 5. Certification

By signing this worksheet, each person certifies that all the information reported on this form is complete and correct.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Spouse's Signature (Optional): \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**