

2016–2017 Verification Worksheet - Dependent Student

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review. Complete this form so that we may continue processing your aid application. We will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected.

1. **YOU AND YOUR PARENT(S) MUST REVIEW, ACCURATELY COMPLETE, AND SIGN THIS WORKSHEET.**
2. **SUBMIT THE COMPLETED WORKSHEET AND OTHER DOCUMENTS IF REQUESTED BY THE FINANCIAL AID OFFICE.**

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's Middle Initial	Student's ID - <i>REQUIRED</i>	Last 4 Digits of Student's SSN
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B. Dependent Student's Family Information

List below the names and ages of all members in your PARENT'S household that meet the definition here:

1. Yourself
2. Your parent(s) even if you do not live with your parent(s) (This includes a stepparent and your biological parents if they live together even if they are not married.)
3. Your parent(s)' other children *if your parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-2017. Include children who meet either of these descriptions, even if they do not live with your parent(s).*
4. Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

NOTE: DO NOT INCLUDE PARENT COLLEGE INFORMATION BELOW. IF IT IS LISTED IT WILL BE DISREGARDED.

Full Name <i>of each</i> Household Member	Age	Relationship	College Name (if enrolled)	Will be Enrolled at Least 1/2Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

C. Dependent Student's and Parent(s)' Financial Income Information to Be Verified

Select one box from the five choices for each column, both Student and Parent(s), below:

<i>Student Must Select One</i>	<i>Parent(s) Must Select One</i>
<input type="checkbox"/> I filed a 2015 federal income tax return and used the IRS Data Retrieval Tool on my FAFSA. ***Note: The Financial Aid Office must confirm the IRS Data was received on the FAFSA before this form will be processed. Instructions for using this tool are on the next page.	<input type="checkbox"/> I/We filed a 2015 federal income tax return and used the IRS Data Retrieval Tool on the FAFSA. ***Note: The Financial Aid Office must confirm the IRS Data was received on the FAFSA before this form will be processed. Instructions for using this tool are on the next page.
<input type="checkbox"/> I filed a 2015 federal income tax return but did not use or could not use the IRS Data Retrieval Tool on my FAFSA. I have attached the required copy of my 2015 IRS Tax Return Transcript (not a copy of the filed tax return).	<input type="checkbox"/> I/We filed a 2015 federal income tax return(s) but did not use or could not use the IRS Data Retrieval Tool on my/our child's FAFSA. I have attached the required copy/copies of my/our 2015 IRS Tax Return Transcript(s) (not a copy of the filed tax return).
<input type="checkbox"/> I earned income but did not file, nor was I required to file, a 2015 federal income tax return. <i>As required I am attaching copies of all 2015 W2s, 1099s, and other wage statements.</i> MUST COMPLETE SECTION D	<input type="checkbox"/> I/We earned income but did not file, nor was/were required to file, a 2015 federal income tax return(s). <i>As required I/we are attaching copies of all 2015 W2s, 1099s, and other wage statements.</i> MUST COMPLETE SECTION D
<input type="checkbox"/> I have been granted a 2015 income tax filing extension. As required, I have attached a copy of IRS Form 4868 and all earning statements (W2s, 1099s, etc.). If self-employed, I have also included a signed statement with estimates of AGI and taxes paid. <i>Note: If the extension date has passed we will require a copy of the IRS Tax Return Transcript.</i>	<input type="checkbox"/> I/We have been granted a 2015 income tax filing extension. As required, I/we have attached a copy of IRS Form 4868 and all earning statements (W2s, 1099s, etc.). If self-employed, I/we have also included a signed statement with estimates of AGI and taxes paid. <i>Note: If the extension date has passed we will require a copy of the IRS Tax Return Transcript.</i>
<input type="checkbox"/> I was not employed in 2015 and earned no income from work.	<input type="checkbox"/> I/We was/were not employed in 2015 and earned no income from work.

Student's Name: _____ ID: _____

***Instructions for using the IRS Data Retrieval Tool at www.fafsa.gov: To use the tool, go to www.fafsa.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. 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 three weeks for IRS income information to be available for the IRS Data Retrieval Tool if you electronically filed an IRS tax return, or up to eleven weeks for paper IRS tax return filers.

If you are unable to provide tax transcripts, use the IRS Data Retrieval Tool, or have filed amended taxes, contact the Financial Aid Office.

D. Sources of earned income and amounts from 2015 below: Only complete this section if you, and/or your parent(s) did not and will not file taxes in 2015

Source of Income	Name of Income Earner	Relationship (Student or Parent)	2015 Total Amount Earned	W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>Suzy Smith</i>	<i>Mother</i>	<i>\$2,000.00</i>	<i>Y</i>

Certification and Signature: Each person signing this worksheet certifies that all the information reported on this worksheet is complete, correct, and the required attachments are provided. The student and one parent must sign and date this section. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student's Signature

Date

Parent's Signature

Date

*Submit this worksheet to the Financial Aid Office. You should make a copy of this worksheet for your records.
For questions regarding any part of this worksheet please contact the Financial Aid Office.*
If additional space is needed, please attach another sheet with the student's name, student's ID, and last 4 digits of the student's SSN.
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