

# 2017-2018 Verification Worksheet

## Dependent Student - Tracking Group V1

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 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. Dependent Student’s Information

Student’s Last Name	Student’s First Name	MI	Student’s SSN or ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip	Student’s Email Address
Student’s Phone Number		Student’s Alternate or Cell Phone Number	

### B. Dependent Student’s Family Information

Number of Household Members: List below the people in the **parents’ household**. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2018.

Number in College: Please include in the space below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017, and June 30, 2018, include the name of the college.

*If more space is needed, provide a separate page with the student’s name and ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (yes or no)
<i>Agnes Jones (example)</i>	<i>27</i>	<i>Spouse</i>	<i>Central University</i>	<i>Yes</i>

**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. Dependent Student’s Income Information to Be Verified

#### 1. Tax Return Filers

**Instructions:** Complete this section if the student filed or will file a **2015 IRS income tax return**. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of *FAFSA on the Web* at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify **2015** income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- 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 has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer **2015** IRS income tax return information into the student’s FAFSA once the **2015** IRS income tax return has been filed.
- 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(s).

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

A **2015 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Get Transcript ONLINE** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Telephone Request** - 1-800-908-9946
- **Paper Request Form** - Go online to [www.irs.gov](http://www.irs.gov) and print off a 4506T-EZ or a 4506T form.

When requesting transcripts, 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 on file with the IRS (normally this will be the address used on the 2015 IRS income tax return).

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- 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.

**2. DID NOT FILE A TAX RETURN**

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

Check the box that applies:

- The student was not employed and had no income earned from work in **2015**.
- The student 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 provided. Provide copies of all **2015** IRS W-2 forms issued to the student and/or spouse by their employers. List every employer even if they did not issue an IRS W-2 form.

If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority. Documentation includes a Verification of Nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506-T and checking box 7. You can go online to [www.irs.gov](http://www.irs.gov) to print off a 4506-T Form.

Check the box that applies:

- Check here if a Confirmation of Nonfiling is provided.
- Check here if a Confirmation of Nonfiling will be provided later.

**D. Parent's Income Information to Be Verified**

**1. TAX RETURN FILERS**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for **2015** or had a change in marital status after the end of the **2015** tax year on December 31, 2015.

**Instructions:** Complete this section if the parents filed or will file a **2015 IRS income tax return(s)**. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of *FAFSA on the Web* at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify **2015** income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA* on the Web to transfer **2015** IRS income tax return information into the student’s *FAFSA*.
- The parents have not yet used the IRS DRT in *FAFSA* on the Web, but will use the tool to transfer **2015** IRS income tax return information into the student’s *FAFSA* once the **2015** IRS income tax return has been filed.
- The parents are 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(s).

A **2015 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request - 1-800-908-9946
- Paper Request Form - Go online to [www.irs.gov](http://www.irs.gov) and print off a 4506T-EZ or a 4506T form.

When requesting transcripts, 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 on file with the IRS (normally this will be the address used on the 2015 IRS income tax return).

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the 2015 IRS Tax Return Transcript(s) must be provided for each.

- 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.

**2. DID NOT FILE A TAX RETURN**

Complete this section **ONLY** if the parents will not file and are not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed, nor had income earned from work in **2015**.
- One or both parents 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 form is provided. Provide copies of all **2015** IRS W-2 forms issued to the parents by their employers. List every employer even if they did not issue an IRS W-2 form.

*If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2015 Amount Earned	IRS W-2 Attached?
<i>ABC Shipping (example)</i>	<i>\$1,280</i>	<i>Yes</i>

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority. Documentation includes a Verification of Nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506T and checking box 7. You can go online to [www.irs.gov](http://www.irs.gov) to print off a 4506T Form.

**Check the box that applies:**

- Check here if a Confirmation of Nonfiling is provided.
- Check here if a Confirmation of Nonfiling will be provided later.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**D. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. The student must sign and date this form.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent'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.*