Your 2015–2016 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

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>MI</th>
<th>Student’s SSN or ID Number</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Student’s Email Address</th>
<th>Student’s Alternate or Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. 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, 2016.

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, 2015, and June 30, 2016, 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>18</td>
<td>Sister</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 2014 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. In most cases, no further documentation is needed to verify 2014 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 2014 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 2014 IRS income tax return information into the student’s FAFSA once the 2014 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 2014 IRS Tax Return Transcript(s).

A 2014 IRS Tax Return Transcript may be obtained through:

- Online Request - Go to www.irs.gov under the Tools heading on the IRS homepage, click on the “Get Transcript of Your Tax Records”. Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- IRS2Go App - Make sure to request the “Return Transcript” **NOT** the “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 2014 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return).

In most cases, for electronic filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2014 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 2014 IRS Tax Return Transcript(s) is provided.

☐ Check here if a 2014 IRS Tax Return Transcript(s) will be provided later.

2. TAX RETURN NONFILERS

Complete this section if the student will not file and **is not required** to file a 2014 income tax return with the IRS.

Check the box that applies:

☐ The student was not employed and had no income earned from work in 2014.

☐ The student was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. Provided copies of all 2014 IRS W-2 forms issued to the student by his/her 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.*

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Shipping (example)</td>
<td>$1,280</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note:* We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

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 2014 or had a change in marital status after the end of the 2014 tax year on December 31, 2014.

*Instructions:* Complete this section if the parents filed or will file a 2014 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. In most cases, no further documentation is needed to verify 2014 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 parents **have used** the IRS DRT in FAFSA on the Web to transfer 2014 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 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.
- The parents **are unable or choose not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school a 2014 IRS Tax Return Transcript(s).

A 2014 IRS Tax Return Transcript may be obtained through:
- **Online Request** - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click on the “Get Transcript of Your Tax Records”. Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” 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 2014 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return).

In most cases, for electronic filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2014 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 2014 IRS income tax returns, 2014 IRS Tax Return Transcripts must be provided for each.

- Check here if a 2014 IRS Tax Return Transcript(s) is provided.
- Check here if a 2014 IRS Tax Return Transcript(s) will be provided later.

**2. TAX RETURN NONFILERS**

Complete this section if the student’s parent(s) will not file and **is not required** to file a 2014 income tax return with the IRS. **Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2014.
- One or both parents were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. Provide copies of all 2014 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.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>For Whom?</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro Auto</td>
<td>$980</td>
<td>Father</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Note:** We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

**E. Parent’s Other Information to Be Verified**

1. SNAP Benefits, check the box that applies:

- No one listed in the household received SNAP benefits in 2013 or 2014.
One of the persons listed in the household received SNAP benefits in 2013 or 2014.

**Note:** If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2013 or 2014.

2. Child Support Paid, check the box that applies:

- [ ] No child support was paid for individuals outside of the household in 2014.
- [ ] One (or both) of the student’s parents included in the household and/or the student paid child support in 2014 for a child not included in the parent(s) household. Provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom child support was paid, and the total annual amount of child support that was paid in 2014 for each child.

If you need more space, attach a separate page that includes the student’s name and Social Security Number at the top.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support</th>
<th>Age of Child for Whom Support Was</th>
<th>Amount of Child Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Jones</td>
<td>Jane Doe</td>
<td>Jake Jones</td>
<td>5</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Note:** If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payment having been made.

F. Other Untaxed Income

Complete this section if you or your parents had untaxed income in 2014.

Provide Copies of all 2014 IRS W-2 Forms issued by the employers to the dependent student and the student’s parents.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2014, multiply that amount by the number of months in 2014 you paid or received it. If you did not pay or receive the same amount each month in 2014, add together the amounts you paid or received each month.

If any Item does not apply enter “N/A” where a response is requested or enter “0” if an amount is requested.

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

<table>
<thead>
<tr>
<th>Name of Person Who had Untaxed Income</th>
<th>Type of Untaxed Income Received</th>
<th>Student Amount</th>
<th>Parent Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Jones (example)</td>
<td>Money received or paid on the students behalf</td>
<td>$500.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Payments to tax-deferred pension and savings plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Housing, food, and other living allowances paid to members of the military, clergy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Veterans noneducation benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Money received or paid on the students behalf</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other untaxed income</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Untaxed Income includes: Untaxed income not reported and not excluded elsewhere on this form, workers’ compensation, disability, black lung benefits, untaxed portions of health savings accounts from IRS Form 1040 line 25, railroad retirement benefits etc.

Do Not include: items reported or excluded in the table above, student aid, earned income credit, additional child tax credit, TANF, untaxed social security benefits, SSI, WIA, combat pay, benefits from flexible spending arrangements, foreign income exclusion or credit for federal tax on special fuels.
G. Child Support Received

Complete this section if child support was received in 2014 for any children in your household.

Do not include foster care payments, adoption payments or any amount that was court ordered but not actually paid.

<table>
<thead>
<tr>
<th>Name of Person Who Received Child Support</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Received in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Jones</td>
<td>Jim Jones</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Do not include foster care payments, adoption payments or any amount that was court ordered but not actually paid.

H. 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 and one parent must sign and date.

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.*