INCOME VERIFICATION WORKSHEET
INDEPENDENT STUDENT
2015-2016

ID # A __________________________ Name __________________________

Date Rec’d. ______________  By __________

— OFFICE USE ONLY —

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 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 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.

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

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2015, through June 30, 2016, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides 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:** Include below information about any household member who 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 (Yes or No)</th>
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<tbody>
<tr>
<td></td>
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<td>Self</td>
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**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.
1. Verification of 2014 Income Information for STUDENT TAX FILERS

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the Financial Aid office if the student or spouse 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 student and spouse 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.

In most cases, for electronic tax return filers, 2014 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the 2014 electronic 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 return information is available for the IRS DRT 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.

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).

To obtain a 2014 IRS Tax Return Transcript, go to IRS.gov and click on the “Order a Return or Account Transcript” 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 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, a 2014 IRS Tax Return Transcript may be requested from the IRS 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 Tax Return Transcript may be requested within 8-11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2014 IRS income tax returns, 2014 IRS Tax Return Transcripts must be provided for both.

☐ 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. Verification of 2014 Income Information for STUDENT NONTAX FILERS

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2014 income tax return with the IRS.

Check the box that applies:

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

☐ The student and/or spouse 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 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.

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Provided?</th>
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<tbody>
<tr>
<td>Suzy's Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
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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.

3. Receipt of SNAP Benefits

☐ No one in my household received SNAP Benefits in 2014 (skip this section).

The student certifies that ______________________________, a member of the student's household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2013 or 2014. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The student's household includes:

• The student.

• The student's spouse, if the student is married.

• The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2015, through June 30, 2016, even if the children do not live with the student.

• Other people if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2016.

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.

☐ No one in my household paid child support in 2014 (skip this section).

The student or spouse, who is a member of the student’s household, paid child support in 2014. List 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 of the children for whom the child support was paid and the total annual amount of child support that was paid in 2014 for each child.

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

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Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

• A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
• 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 payments having been made.

Each person signing below certifies that all of the information reported is complete and correct.

Student Name (please print)  Student ID Number

Student Signature  Date

Spouse Signature  Date

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