# 2016-2017 V1-D Verification Worksheet
## Dependent Student

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states 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.

## Dependent Student's Information

_____     _____

Student's Last Name          Student's First Name          Student's M.I.          Student's Social Security Number

_____     _____

Student's Street Address (include apt. no.)          Student's Date of Birth

_____     _____

City          State          Zip Code          Student's Email Address

_____     _____

Student's Home Phone Number (include area code)          Student's Alternate or Cell Phone Number

## 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, 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 standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2017.

Number in College: Include in the space below information about any household member 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, 2016, and June 30, 2017, 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) |
|---|---|---|---|---|
| | | *Self* | *REID STATE TECHNICAL COLLEGE* | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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.

## Verification of 2015 Income Information for <u>Student Tax Filers</u>

**Important Note:** The instructions below apply to the student.

**Instructions**: Complete this section if the student and spouse <u>filed or will file</u> 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 <u>FAFSA.gov</u>.* 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 by the FAFSA filer.

**Check the box that applies:**

☐ The student <u>has used</u> the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.

☐ The student <u>has not yet used</u> 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 <u>unable or chooses not to use</u> the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**. A **2015 IRS Tax Return Transcript** may be obtained through:

- Online Request - Go to <u>www.IRS.gov</u>, under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click "Get Transcript by MAIL." 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 - IRS Form 4506T-EZ or IRS Form 4506-T

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 return 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
.

## Verification of 2015 Income Information for <u>Student Nontax Filers</u>

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 <u>are not required</u> 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 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 student 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.

| Student's Employer's Name | IRS W-2 Provided? | Annual Amount Earned in 2015 |
|---|---|---|
| *(Example) ABC's Auto Body Shop* | *Yes* | *$4,500.00* |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Amount of Income Earned From Work | | $ |

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

## Verification of 2015 Income Information for <u>Parent Tax Filers</u>

**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 December 31, 2015.

**Instructions:** Complete this section if the parents <u>filed or will file</u> 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 <u>FAFSA.gov</u>.* 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 by the FAFSA filer.

**Check the box that applies:**

The parents <u>have used</u> the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.

☐ The parents <u>have used</u> the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.

☐ The parents <u>have not yet used</u> 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 <u>unable or choose not to use</u> the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**. A **2015 IRS Tax Return Transcript** may be obtained through:

- <u>Online Request</u> - Go to <u>www.IRS.gov</u>, under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click ""Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and *NOT* the "IRS Tax Account Transcript."
- <u>Telephone Request</u> - 1-800-908-9946
- <u>Paper Request Form</u> - IRS Form 4506T-EZ or IRS Form 4506-T

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 return 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.

## Verification of 2015 Income Information for <u>Parent Nontax Filers</u>:

The instructions and certifications below apply to each parent included in the household. **Complete this section if the parents will not file and <u>are not required</u> to file a 2015 income tax return with the IRS. Check the box that applies:**

☐ Neither parent was employed, and neither 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 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.

| Parent's Employer's Name | IRS W-2 Provided? | Annual Amount Earned in 2015 |
|---|---|---|
| *(Example) ABC's Auto Body Shop* | *Yes* | *$4,500.00* |
| | | |
| | | |
| | | |
| Total Amount of Income Earned From Work | | $ |

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

## Receipt of SNAP Benefits (Food Stamps)

The parents certify that _____, a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program  (SNAP) sometime during 2014 or 2015.  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).  (See page 1 for definition of parents' household.)

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 2014 or 2015.

## Child Support Paid

If one or both of the parents included in the household and/or the student paid child support in 2015, 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 the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

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

| Name of Person Who Paid Child Support | Name of Person to Whom Child Support was Paid | Name and Age of Child for Whom Support Was Paid | Annual Amount of Child Support Paid in 2015 |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Amount of Child Support Paid | | | $ |

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 payments having been made.

### Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct.
The student and one parent whose information was reported on the FAFSA must sign and date.  I (we) give RSTC authorization to submit corrections to my ISIR/SAR For verification purposes.

> **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

_____          _____
Print Student's Name                                                                    Student's ID Number

_____          _____
Student's Signature                                                                     Date

_____          _____
Parent's Signature                                                                      Date