

2016–2017 Verification Worksheet – INDEPENDENT STUDENT

Your **2016–2017 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 spouse, if applicable, reported on your FAFSA.

To verify that you provided correct information, the financial aid advisor at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are any discrepancies, 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 advisor at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid advisor as soon as possible so that your financial aid will not be delayed.

STEP 1: INDEPENDENT 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

STEP 2: INDEPENDENT STUDENT’S FAMILY INFORMATION

List below the people in you and your spouse’s household. **Include:**

- Yourself and your spouse if you have one, and
- Your children, if you will provide more than half of their support from July 1, 2016, through June 30, 2017 even if they do not live with you; and
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

STEP 3: INDEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

Check the box that applies:

- 1. Student **did not** file a 2015 individual or joint tax return with the IRS. Student was **NOT** employed and had no income earned from work in 2015.
- 2. Student **has** filed a 2015 tax return with the IRS, and used or will use the IRS Data Retrieval Tool on the initial FAFSA or when making FAFSA corrections **OR** student did NOT use the IRS Data Retrieval Tool and will NOT make FAFSA correction, but instead WILL submit 2015 TAX TRANSCRIPT. **Income verification must be completed by use of the IRS Data Retrieval Tool within the FAFSA (If applicable).**
- 3. Student was employed in 2015, but was not required to file a Federal tax return with the IRS. List below the names of all the student's employers and the amount earned from each employer in 2015. **Attach copies of all 2015 W-2 forms issued to the student by employers. List every employer even if they did not issue an IRS W-2 form.**

Employer's Name	2015 Amount Earned	IRS W-2 Attached?

Important Note: If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid advisor at the campus in order to complete this section.

STEP 4: SPOUSE INCOME INFORMATION TO BE VERIFIED

Check the box that applies:

- 1. Spouse **did not** file a 2015 individual or joint tax return with the IRS. Spouse was **NOT** employed and had no income earned from work in 2015. **Note: If spouse had zero income and student return isn't filed jointly, the spouse must sign below or sign a non-filing statement.**
- 2. Spouse **has** filed a 2015 tax return with the IRS, and used or will use the IRS Data Retrieval Tool on the initial FAFSA or when making FAFSA corrections **OR** spouse did NOT use the IRS Data Retrieval Tool to complete the FAFSA and will NOT make FAFSA correction, but instead WILL submit a 2015 TAX TRANSCRIPT. **Income verification must be completed by use of the IRS Data Retrieval Tool within the FAFSA (If applicable).**
- 3. Spouse was employed in 2015, but was not required to file a Federal tax return with the IRS. List below the names of all the spouse's employers and the amount earned from each employer in 2015. **Attach copies of all 2015 W-2 forms issued to the spouse by employers. List every employer even if they did not issue an IRS W-2 form**

Employer's Name	2015 Amount Earned	IRS W-2 Attached?

Important Note: If the spouse filed, or will file, an amended 2015 IRS tax return, you and your spouse must contact the financial aid advisor at the campus in order to complete this section.

STEP 5: FOOD STAMP BENEFITS – CALENDAR YEAR 2014 and/or 2015

Did someone in the student’s household (listed in STEP 2) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 and/or 2015 calendar years?

No – Continue to Step 6

Yes –One of the persons listed in STEP 2 of this worksheet received SNAP benefits during the 2014 and/or 2015 calendar years.

STEP 6: CHILD SUPPORT PAID – CALENDAR YEAR 2015

Did you or your spouse pay child support in 2015?

No – Continue to Step 7.

Yes, Please certify the following:

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was paid	Amount of Child Support Paid in 2015

STEP 7: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

The student **must** meet with the Financial Aid Department in person and present the following documentation to verify the applicant’s identity. Below are the items needed during the meeting.

A valid government-issued photo identification, such as but not limited to a driver’s license, non-driver’s military identification or passport; and

A signed statement certifying that the Federal student financial assistance received will only be used for educational purposes.

Note: School will provide the Statement of Educational Purpose that will need to be signed in person by the student.

STEP 8: CERTIFICATION AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date.

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

Student’s Signature

Date

Spouse’s Signature

Date