V6 – HOUSEHOLD RESOURCES
2015-2016 DEPENDENT VERIFICATION

Instructions:
1. Complete sections A-E. You and one parent must sign this worksheet.

2. Submit this worksheet, and applicable documents, to the Financial Aid Office at Downtown or South Campus. The financial aid office cannot process your application without this information.

Federal Student Aid Programs. Your application was selected for review in a process called “Verification.” In this process, the Financial Aid Office will compare information from your FAFSA application with your financial documents. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). The law says we have the right to ask you for this information before awarding federal aid. If there are differences between your application information and your financial documents, corrections to your FAFSA may be required.

A. Dependent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student’s Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
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<table>
<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
</tr>
</thead>
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</tbody>
</table>

B. Dependent Student’s Family Information

This Section must include:
- Yourself
- Your parent(s)(including stepparent) even if you don’t live with them
- Your parents’ other dependent (under 24) children, even if they don’t live with your parent(s), if your parents will provide more than half of their support from July 1, 2015 through June 30, 2016.
- Include other people as part of your parents’ household ONLY IF: They now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2015 through June 30, 2016. Documentation may be required.

List yourself first, then all household members. If any household member, excluding your parent(s), will be attending college at least half time, in a degree or certificate program, include the name of the college. If you need more space, attach a separate page.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time from 07/01/15-06/30/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones(example)</td>
<td>28</td>
<td>Husband</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
C. Supplemental Nutrition Assistance Program (SNAP)

Did you or anyone in your household receive benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps, at any time during the 2013 or 2014 calendar years?

☐ Yes  ☐ No

D. Student and Parent Tax and Income Information

Student Tax and Income Information:

1. TAX RETURN FILERS—Important Note: If the student filed, or will file, an amended 2014 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student, filed or will file a 2014 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into the student’s FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

Check the box that applies:

☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2014 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. **The student’s school will use the IRS information that was transferred in the verification process.**

☐ The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2014 IRS income information into the student’s FAFSA once the student has filed a 2014 IRS tax return. **See instructions above for information on how to use the IRS Data Retrieval Tool. The student’s school cannot complete the verification process until the IRS information has been transferred into the FAFSA.**

☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2014 IRS tax return transcript**—not a photocopy of the income tax return. A 2014 IRS Tax Return Transcript may be obtained through the:

  - **Online Request:** Go to [www.IRS.gov](http://www.IRS.gov) and under the Tools heading on the IRS homepage, click “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:**
  - **Telephone Request** – 1-800-908-9946
  - **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

☐ Check here if the student’s IRS tax return transcript is attached to this worksheet.

☐ Check here if the student’s IRS tax return transcript will be submitted to the student’s school later. **Verification cannot be completed until the IRS tax return transcript has been submitted to the student’s school.**
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 have listed below the names of all employers, and the amount earned from each employer in 2014, and whether an IRS W-2 forms is provided  [Provide copies of all 2014 IRS W-2 forms and/or 1099 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>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00(example)</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount for Income Earned from Work:</strong></td>
<td>$</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.

Student’s other income to be verified for 2014

$ Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships **if it was reported as adjusted gross income on your tax return.**

$ **Student grant and scholarship aid reported to the IRS in your adjusted gross income.** Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships

$ **Combat pay or special combat pay.** Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q)

$ **Payments to tax-deferred pension and savings plans** (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.

$ **Housing, food, and other living allowances paid to members of the military** (BAS/BAQ), clergy, or others (including cash payments and cash value of benefits).

$ **Veterans’ non-education benefits** such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and / or VA Educational Work-Study allowances.

$ Any other unreported income not reported, such as workers’ compensation, Disability, etc.

**Don’t include** student aid, earned income credit, additional child tax credit, Welfare payments, untaxed Social Security Benefits, Supplemental Social Security Income, Workforce Investment Act educational benefits, combat pay, or benefits from flexible spending arrangements, [e.g., cafeteria plans], foreign exclusion or credit for special fuels.

A. Money student received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.
E. Parent’s Tax and Income Information:

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—Important Note: If the student’s parent(s) filed or will file an amended 2014 IRS tax return, the student’s financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student’s parent(s) filed or will file a 2014 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student’s parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into the student’s FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student’s financial aid administrator.

Check the box that applies:

☐ The student’s parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2014 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student’s school will use the IRS information transferred into the student’s FAFSA to complete the verification process.

☐ The student’s parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2014 IRS income information into the student’s FAFSA once the parent’s IRS tax return has been filed. See instructions above for information on how to use the IRS Data Retrieval Tool. The student’s financial aid administrator cannot complete verification until the parent has transferred IRS information into the student’s FAFSA.

☐ The student’s parent(s) are unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the parent(s) will submit to the school a 2014 IRS Tax Return Transcript—not a photocopy of the income tax return.

A 2014 IRS Tax Return Transcript may be obtained through the:

- **Online Request**: Go to [www.IRS.gov](https://www.IRS.gov) and under the Tools heading on the IRS homepage, click “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**:

- **Telephone Request** – 1-800-908-9946
- **Paper Request Form**: IRS Form 4506-T-EZ or IRS Form 4506-T

☐ Check here if an IRS tax return transcript(s) is attached to this worksheet.

☐ Check here if IRS tax return transcript(s) will be submitted to the student’s school later. **Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.**
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:

☐ The parent(s) was not employed and had no income earned from work in 2014.

☐ parent(s) 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 was provided [Provide copies of all 2014 IRS W-2 forms and/or 1099 forms issued to the parent/s 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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</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00 (example)</td>
<td>YES</td>
</tr>
</tbody>
</table>

Total Amount for Income Earned from Work: $

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.

Parent(s) other income to be verified for 2014

$ Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships if it was reported as adjusted gross income on your tax return.

$ Student grant and scholarship aid reported to the IRS in your (or your parents’) adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.

$ Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (box 12, Code Q).

$ Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.

$ Housing, food, and other living allowances paid to members of the military (BAS/BAQ), clergy, or others (including cash payments and cash value of benefits).

$ Veterans’ non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and / or VA Educational Work-Study allowances.

$ Any other untaxed income not reported, such as workers’ compensation, Disability, etc. Don’t include student aid, earned income credit, additional child tax credit, Welfare payments, untaxed Social Security Benefits, Supplemental Social Security Income, workforce Investment Act educational benefits, combat pay, or benefits from flexible spending arrangements, (e.g., cafeteria plans), foreign exclusion or credit for special fuels.

$ Money parent(s) received, or was paid on their behalf (e.g., bills), not reported elsewhere on this form.
F. Parent’s Other Information to Be Verified

1. Complete this section if one of the student’s parents paid or received child support in 2014.

☐ One (or both) of the student’s parents listed in Section B of this worksheet paid and/or received child support in 2014. The parent has indicated below the name of the person who paid child support, the name of the person who received the support, the name/s of the child/children for whom the support was paid, and the total annual amount of child support that was paid and/or received in 2014 for each child. If asked by the school, I will provide documentation of the payment of child support. 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 Was Paid/Received</th>
<th>Amount of Support Per Child in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones (example)</td>
<td>Chris Smith (example)</td>
<td>Terry Jones (example)</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

G. Certification and Signatures

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

____________________________________________________
Student’s Signature                                      Date

____________________________________________________
Parent’s Signature                                        Date

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