



Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**C. Student's Income Information to Be Verified**

- The student has attached copies of all 2015 W-2 forms that were issued to the student by employers. Student's W-2's are required to be turned in as part of the verification process even for the students who completed their 2015 taxes.

**Complete Section # 1 or # 2 below (not both) depending on your tax filing status**

**Section #1 TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2015 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 2015 IRS income tax return. *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](http://FAFSA.gov).* 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 has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- The student has not yet used 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. *We cannot complete the verification process until your IRS information has been transferred into your FAFSA.*
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**.
  - 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.*

**Section #2 TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required 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. Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS form was not filed with the IRS.
- The student was employed in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015, and whether W-2 forms are attached. Attach copies of **all** 2015 IRS W-2 forms issued to the student by 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.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached
<i>Total:</i>		

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

- The student's parent(s) have attached copies of all 2015 W-2 forms that were issued to the parent(s) by employer(s). W-2's are required to be turned in as part of the verification process even for the student's parent(s) who completed their 2015 taxes.

**Complete Section # 1 or # 2 below (not both) depending on your tax filing status.**

**Section #1 TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2015 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the parent(s) filed or will file 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 [FAFSA.gov](http://FAFSA.gov).* 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's parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's 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(s) have not yet used the IRS DRT in the *FAFSA on the Web*, but will use the tool to transfer 2015 IRS return information into the student's FAFSA once the 2015 IRS income tax return has been filed. If the student's parent(s) 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. *We cannot complete the verification process until the student's parent(s) IRS information has been transferred into your FAFSA.*
- The student's parent(s) are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**. **If the student's parent(s) are married, and they filed separate 2015 tax returns, both parents must submit tax return transcripts.**
  - 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.*

**Section #2 TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file and are not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The student's parent(s) were not employed and had no income earned from work in 2015. **Note:** We may require you to provide documentation from the IRS that indicates a 2015 IRS form was not filed with the IRS.
- The student's parent(s) were employed in 2015 and have listed below the names of all of the parent(s) employers, the amount earned from each employer in 2015, and whether W-2 forms are attached. Attach copies of **all** 2015 IRS W-2 forms issued to the parent(s) by employer(s). *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.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached
<i>Total:</i>		

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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

1. Complete this section if someone in the student's parent(s)' household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

2. Complete this section if one of the student's parent(s) paid child support in 2015.

One (or both) of the student's parent(s) listed in Section B of this worksheet paid child support in 2015. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 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.*

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
Total:			

**Verification of Other Untaxed Income for 2015**

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested.

If the student was required to provide parental information on the FAFSA answer each question below as it applies to the student and the student's parent(s) whose information is on the FAFSA.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2015, multiply that amount by the number of months in 2015 you paid or received it. If you did not pay or receive the same amount each month in 2015, add together the amounts you paid or received each month.

**F. Payments to tax-deferred pension and retirement savings**

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Total Amount Paid in 2015

**G. Child support received**

List the actual amount of any child support received in 2015 for the children in your household.

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

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Amount of Child Support Received in 2015

**H. Housing, food, and other living allowances paid to members of the military, clergy, and others**

Include cash payments and/or the cash value of benefits received.

**Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2015

**I. Veterans non-education benefits**

List the total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.

**Do not include** federal veterans educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill

Name of Recipient	Type of Veterans Non-education Benefit	Amount of Benefit Received in 2015

**J. Other untaxed income**

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as 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** any items reported or excluded in F – I above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2015

**K. Money received or paid on the student’s behalf**

List any money received or paid on the student’s behalf (e.g., payment of student’s bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2015. Include support from a parent whose information was not reported on the student’s 2016–2017 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student’s parent whose information is reported on the student’s 2016–2017 FAFSA**. Amounts paid on the student’s behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student’s parents, such as grandparents, aunts, and uncles of the student.

Purpose: e.g., Cash, Rent, Books	Amount Received in 2015	Source

**Additional Information:**

So that we can fully understand the student’s family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student’s household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veterans education benefits, military housing, SNAP, TANF, etc.

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

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2015

Comments:

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**L. 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.

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

\_\_\_\_\_  
**Student’s Signature** (Required)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
**Parent’s Signature** (Required)

\_\_\_\_\_  
 Date

**\*\*\*Please note that all signatures provided MUST be handwritten\*\*\***

*Please make a copy of this worksheet for your records.*