

## 2016–2017 Independent Verification Worksheet

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 reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at Ohio Christian University (OCU) 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 OCU Financial Aid Office by fax (740-477-7848), e-mail ([FAFSAhelp@ohiochristian.edu](mailto:FAFSAhelp@ohiochristian.edu)) or mail (1476 Lancaster Pike Circleville, Oh 43113).

### A. Student's Information

Last Name	First Name	M.I.	Social Security Number
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Home or Cell Phone Number
E-mail address			

### B. Student's Family Information

In the list below *include* the following people in your household:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the child would be required to provide your information if they were completing a FAFSA for 2016–2017. **Include children who meet either of these standards, even if they do not live with you.**
- 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.
- 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 your name and Social Security Number at the top.*

Full Name	Age	Relationship	College
		<i>Self</i>	<i>Ohio Christian University</i>

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

**C. Student Income Information**

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

**Section #1 TAX RETURN FILERS—Important Note:** If you filed, or will file, an amended 2015 IRS tax return, you must contact your financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, and spouse if married, 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 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. If the student and spouse 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 your (and, if married, your spouse's) 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)**. **If you are married, and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse.**
  - 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 your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.*

**Section #2 TAX RETURN NONFILERS—**Complete this section if you, the student, will not file and are 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 employers, the amount earned from each employer in 2015, and whether IRS W-2 forms are attached. Attach copies of **all** 2015 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

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

