

# 2017-2018 Verification Worksheet

## Dependent Student - Tracking Group V1

Your 2017-2018 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, the Financial Aid Office is required to confirm all information you and your parents reported on your FAFSA. To verify that you provided correct information, a financial aid administrator 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, sign, and submit this worksheet, including any required documents. The Financial Aid Office may ask for additional information. To avoid delays in processing your financial aid, please contact the Financial Aid Office as soon as possible with any questions.

### WARNING: VERIFICATION RESULTS MAY AFFECT YOUR FINANCIAL AID

#### A. Dependent Student's Information

<b>Student's First Name</b>	<b>Student's Last Name</b>	<b>MI</b>	<b>Student's SSN or ID Number</b>
<b>Student's Street Address (include apt. no.)</b>		<b>Student's Date of Birth</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Student's Email Address</b>
<b>Student's Phone Number</b>		<b>Student's Alternate or Cell Phone Number</b>	

#### B. Dependent Student's Family Information – Number of Household Members & Number in College

List in the table below the people in the parent's household. Include the following:

- The student.
- The parent's (including 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, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents or parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2018.
- Any household member, **excluding the parents**, 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, 2017 and June 30, 2018, and 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
Joe Jones (example)	19	Brother	ABC University	Yes

**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.

**C. Dependent Student’s Income Information to Be Verified**

**1. TAX RETURN FILERS**

**Instructions:** Complete this section if the student 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 [www.fafsa.gov](http://www.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.

**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.
- The student is unable to use the IRS DRT in FAFSA on the Web. Please check one or more of the conditions below and notify the Financial Aid Office:
  - Granted a Filing Extension by the IRS
  - Filed an Amended IRS Income Tax Return
  - Victim(s) of IRS Tax-Related Identity Theft
  - Change in marital status after the end of the 2015 tax year on December 31, 2015

**2. TAX RETURN NONFILERS**

**Only 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. Documentation must be provided from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.
  - Check here if the Verification of Non-filing Letter is provided
  - Check here if the Verification of Non-filing Letter will be provided later
- 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 an IRS W-2 form is provided. Provide copies of all 2015 IRS W-2 forms issued to the student by his/her 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?
ACME Shipping (example)	\$1,000	Yes

**D. Parent’s Income Information to Be Verified**

**1. TAX RETURN FILERS**

**Important Note:** The instructions below apply to each parent included in the household.

**Instructions:** Complete this section if the parents 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 [www.fafsa.gov](http://www.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.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA* on the Web to transfer 2015 IRS income tax return information into the student’s FAFSA.
- The parents are unable to use the IRS DRT in *FAFSA* on the Web. Please check one or more of the conditions below and notify the Financial Aid Office:
  - Granted a Filing Extension by the IRS
  - Filed married filing separate tax returns
  - Filed an Amended IRS Income Tax Return
  - Victim(s) of IRS Tax-Related Identity Theft
  - Change in marital status after the end of the 2015 tax year on December 31, 2015

**2. TAX RETURN NONFILERS**

**Only complete this section if the student’s parent(s) will not file and is not required to file a 2015 income tax return with the IRS.**

**Check the box that applies:**

- Neither parent was employed, nor neither had income earned from work in 2015. Documentation must be provided from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.
  - Check here if the Verification of Non-filing Letter is provided
  - Check here if the Verification of Non-filing Letter will be provided later
- One or both parents were employed in 2015 and has 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 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	For Whom?	IRS W-2 Attached?
ACME Shipping (example)	\$1,000		Yes

**Parent’s Other Information to Be Verified**

**E. Supplemental Nutritional Assistance Program**

Please check the appropriate box below for SNAP Benefits received:

- No one listed in the household received SNAP benefits in 2014 or 2015.
- One of the persons listed in the household on the FAFSA received SNAP benefits in 2014 or 2015.

**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.

**F. Child Support Paid**

Please check the appropriate box below for Child Support paid:

- No child support was paid for individuals outside of the household in 2015.
- One (or both) of the student’s parents included in the household and/or the student paid child support in 2015 for a child not included in the parent(s) household. 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 child support was paid, and the total annual amount of child support that was paid in 2015 for each child. Do not include child support paid for children included in the student’s household.

*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 Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of Child for Whom Support was Paid	Amount of Child Support Paid in 2015
John Doe	Jane Doe	Jake Doe	5	\$2,000

**Note:** If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as the following:

- 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 payment having been made.

**G. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

**The student and at least one parent must sign and date this form.**

\_\_\_\_\_  
Student’s Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature \_\_\_\_\_  
Date

***Return this worksheet to the Financial Aid Office at  
59 College Avenue  
Buckhannon, WV 26201***

***Or send a fax to our office at 304-473-8824***

***Keep a copy of this worksheet for your records***