

2014–2015 VERIFICATION WORKSHEET

INDEPENDENT STUDENT – V6

Your 2013–2014 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 reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. 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

B. Independent Student's Family Information: List below the people in your household.

Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the child would be required to provide your information if they were completing a FAFSA for 2013–2014. 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, 2014.

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, 2013, and June 30, 2014. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College</i>	<i>Will be Enrolled at Least Half Time</i>
<i>Marty Jones(example)</i>	28	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

C. Independent Student's Income Information to Be Verified:

1. **TAX RETURN FILERS**—**Important Note:** The instruction below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

Instructions: Complete this section if you, the student, filed or will file a 2013 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 you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into your 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:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2013 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2013 IRS income information into my FAFSA once I have filed my 2013 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.*
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2013 IRS tax return transcript(s)**—not photocopies of the income tax return.

To obtain a 2013 IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used on the 2013 IRS tax return was filed). It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eleven weeks for paper IRS tax return filers. If the student and spouse filed separate 2013 IRS tax returns, 2013 IRS TAX Return Transcript must be provided for both.

- Check here if a 2013 IRS Tax Return Transcript(s) is attached to this worksheet.
- Check here if a 2013 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.*

2. **TAX RETURN NONFILERS:** Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2013 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2013.
- The student (and/or the student's spouse if married) was employed in 2013 and has listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is attached. Attach copies of all 2013 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.*

<i>Employer's Name</i>	<i>2012 Amount Earned</i>	<i>IRS W-2 Attached</i>

D. Verification of Other Untaxed Income for 2013:

If any item does not apply enter "N/A" for **Not applicable** where a response is requested, or **Zero** in areas where an amount is requested. If the student was not required to provide parental information on the FAFSA, answer each question below as it applies to the student (and the student's spouse, if married) 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 2013, multiply that amount by the number of months in 2013 you paid or received it. If you did not pay or receive the same amount each month in 2013, add together the amounts you paid or received each month.

- I. **Payments to tax-deferred pension and retirement savings:** List any payments (direct or withheld from earning) 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.

<i>Name of Person Who Made the Payment</i>	<i>Total Amount Paid in 2013</i>

- II. **Child support:** List the actual amount of any child support received in 2013 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.

<i>Name of Adult Who Received the Child Support</i>	<i>Name of Child For Whom The Support was Received</i>	<i>Amount of Child Support Received in 2013</i>

- III. **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 basic military allowance for housing.

<i>Name of Recipient</i>	<i>Type of Benefit Received</i>	<i>Amount of Benefits Received in 2013</i>

- IV. **Veteran's non-education benefits** – List the total amount of veteran non education benefits received in 2013. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work. **Do not include** federal veteran's educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP benefits, Post-9/11 GI Bill.

<i>Name of Recipient</i>	<i>Type of Veterans Non-education Benefit</i>	<i>Amount of Benefits Received in 2013</i>

V. **Additional 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 A-D above. In addition, do not include student aid, Earn 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, or credit for federal tax on special fuels.

<i>Name of Recipient</i>	<i>Type of Other Untaxed Income</i>	<i>Amount of Other Untaxed Income Received in 2013</i>

VI. **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 2013. Include support from a parent whose information was not reported on the student's 2014 -2015 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 contribution **unless the person is the student's parent whose information is reported on the student's 2014-2015 FAFSA**. Amounts paid on the student's behalf also include any distribution 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.

<i>Purpose: e.g, Cash, Rent, Books</i>	<i>Amount Received in 2013</i>	<i>Source</i>

VII. **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 veteran's education benefits, military housing, SNAP TANF, etc.

Note: If more space is needed, provided a separate page with the student's name and ID number at the top.

<i>Name of Recipient</i>	<i>Type of Financial Support</i>	<i>Amount of Financial Support Received in 2013</i>

Comments:

E. Receipt of SNAP Benefits:

The student certifies that _____, a member of the student's household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as Food Stamp Program) sometime during 2012-2013. Snap may be known as another name in some states. For assistance in determining the name used in a state please call 1-800-4FED-AID (1-800-433-3243).

The student's household includes:

- The student
- The student's spouse, if the student is married
- The student's or/and spouse children if the student or spouse will provide more than half of the children's support from July 1, 2014 through June 30, 2015, even if children do not live with the parents.
- Other people if they now live with the student and spouse provides more than half their support and will continue to provide more than half their support through June 30, 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 2012 or 2013.

Not Applicable.

F. Child Support Paid:

The student or spouse, who is a member of the household, paid child support in 2013. List below the name of the person (s) who paid the child support, the names of the person to whom child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2013 for each child.

<i>Name of Person Who Paid Child Support</i>	<i>Name of Person to Whom Child Support was Paid</i>	<i>Name of Child for Whom Support Was Paid</i>	<i>Amount of Child Support Paid in 2013</i>

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as: A copy of the separation agreement or the divorce decree, copies of the child support payment checks or money order receipts, Etc. *If you need more space, attach a separate page that includes the student's name and ID Number at the top.*

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.

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

Date

Spouse's Signature

Date

*Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.*