

V1 Dependent: Standard Verification

2016-2017 Verification Worksheet FAULKNER STATE COMMUNITY COLLEGE

A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Campus Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Family Information: Answer all questions. DO NOT LEAVE BLANK, as that will delay the processing of your verification.

List the people in your parent(s) household, including:

- Yourself and your parent(s) (including step-parent), even if you don't live with your parent(s)
- Your parent(s) other children, even if they don't live with your parent(s), if your parent(s) provide more than half of their support from July 1, 2016- June 30, 2017, **or** the children would be required to provide parental information when applying for federal student aid.
- Other people, **if** they now live with your parent(s) **and** your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2016 –June 30, 2017.
- **Parent(s) Marital Status (Check one)** : Single___ Married___ Divorced___
Remarried___ Separated___
- **Must** provide proof of enrollment for others listed in College. Parent(s) attending college do not count for their dependents as attending; don't include parent(s) status of enrollment. Proof can include enrollment verification or current schedule for student listed below attending another post-secondary educational institution at any time between July 1, 2016, and June 30, 2017 in a degree, diploma, or certificate program. Enrollment must be at least half- time or greater.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Note: if parents are married the only acceptable filing status for IRS tax returns are: married filing jointly or married filing separately. If using married filing separately, all tax transcripts must be submitted. Other documentation might be required

V1 Dependent: Standard Verification

C. Receipt of SNAP Benefits (put N/A for not applicable if this section doesn't apply to you)

Receipt of SNAP Benefits (Dependent Student)

The parent certify that _____, a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 2015. SNAP may be known by 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 parents' household includes:

- The student.
- The parents (including a step-parent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the child's support from July 1, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2017.

A parent must provide documentation from the agency to prove SNAP benefits for 2014 or 2015. A receipt showing purchases using SNAP is not acceptable documentation.

D. Child Support Paid (put N/A for not applicable if this section doesn't apply to you)

One or both of the parents included in the household or the student paid child support in 2015. List 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 of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child. **Failure to provide the annual support paid will delay your verification. Do not report weekly or monthly amounts.** Children whom support was paid cannot be counted as members of the household for educational purposes. 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 to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Ages of Child for whom support was paid	Annual Amount of Child Support Paid in 2015

Note: Documentation of child support paid must be provided. Examples of acceptable documentation:

- A statement from the individual receiving the child support certifying the amount of child support received
- A copy of divorce decree or separation agreement along with copies of the child support payment checks or money order receipts showing the annual amount that was actually paid in 2015

V1 Dependent: Standard Verification

E. Tax Forms and Income Verification

Verification of 2015 Income Information for Student Tax Filers

Important Note: The instructions below apply to the student if a student filed taxes. If did not file skip to non-filing tax section

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 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.
- 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.
- 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)**.

A **2015 IRS Tax Return Transcript** may be obtained through see below.

Verification of 2015 Income Information for Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household that filed taxes. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

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 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 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 have 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.
- The parents 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)**.

A 2015 IRS Tax Return Transcript may be obtained through:

- Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents 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.

V1 Dependent: Standard Verification

Verification of 2015 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student. Complete this section if 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.
- The student and/or spouse were employed in 2015 and have 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 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.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

Verification of 2015 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2015.
- One or both parents were employed in 2015 and have 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 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.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

V1 Dependent: Standard Verification

G. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and 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