

Student ID Number: \_\_\_\_\_

# 2015–2016 V1 Dependent Verification Worksheet

Your 2015–2016 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, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

## A. Student’s Information

\_\_\_\_\_  
Student’s Last Name                  First Name                  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. Dependent Student’s Family Information

**List below the people in the parents’ household. Include:**

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. 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 and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

For any household member who 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, 2015, and June 30, 2016, 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 (Yes or No)
		<i>Self</i>		

*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.*

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

**C. Dependent Student's Income Information to be verified**

1. **TAX RETURN FILERS** - Important Note: The instructions below apply to the student.

**Instructions:** Complete this section if the student filed or will file a 2014 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, for electronic filers, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2014 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 2014 IRS income tax return information into the student's FAFSA once the 2014 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 a 2014 IRS Tax Return Transcript(s).

A 2014 IRS Tax Return Transcript may be obtained through the:

- Online Request – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click “Get Transcript of Your Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “**IRS Tax Return Transcript**” and NOT the “IRS Tax Account Transcript.”
- IRS2GO App – Available through the iTunes or Google Play stores
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

2. **TAX RETURN NONFILERS** - The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2014 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2014.
- The student was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. [Provide copies of all 2014 IRS W-2 forms issued to the student 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.

	2014 Amount Earned	
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.**

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

**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. Notify the financial aid office if the parents filed separate IRS income tax returns for 2014 or had a change in marital status after the end of the 2014 tax year on December 31, 2014.

**Instructions:** Complete this section if the parents filed or will file a 2014 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, for electronic filers, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 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.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2014 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 2014 IRS income tax return information into the student's FAFSA once the 2014 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 a **2014 IRS Tax Return Transcript(s)**.

A 2014 IRS Tax Return Transcript may be obtained through the:

- Online Request – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click “Get Transcript of Your Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “**IRS Tax Return Transcript**” and NOT the “IRS Tax Account Transcript.”
- IRS2GO App – Available through the iTunes or Google Play stores
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

***If the parents filed separate 2014 IRS income tax returns, 2014 IRS Tax Return Transcripts must be provided for each parent.***

**2. 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 2014 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed nor had income earned from work in 2014.
- One or both parents were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. [Provide copies of all 2014 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	2014 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

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

### E. Dependent Student's Other Information to Be Verified

1. Complete this section if the parents certify that a member of the parents' household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2013 or 2014. 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 stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. 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 and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

Check here if one of the persons listed in Section B of this worksheet received SNAP benefits in 2013 or 2014. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2013 and/or 2014.

*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 2013 or 2014.*

2. Complete this section if one of the parents included in the household or the student paid child support in 2014. 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 and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2014 for each child.

*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 and age of Child for Whom Support Was Paid	Amount of Child Support Paid in 2014

*Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation*

### F. Verification of Other Untaxed Income for 2014

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. 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 your parents paid or received the same dollar amount every month in 2014, multiply that amount by the number of months in 2014. If you did not pay or receive the same amount each month in 2014, add together the amounts you paid or received each month.

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

#### A. 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 2014

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

**B. 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 2014

**C. Veterans non-education benefits**

List the total amount of veterans non-education benefits received in 2014. 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 2014

**D. 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, 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 2014

**E. 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 2014. Include support from a parent whose information was not reported on the student's 2015–2016 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 2015–2016 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 2014	Source

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

### G. Certification and Signature

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.

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent'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.***



Office of Financial Aid  
300 North Beaty Street, Athens, AL 35611  
Email: [finaid@athens.edu](mailto:finaid@athens.edu)  
Ph: 256-233-8122 Fx: 256-233-8178