2014-15 V1 Standard Verification Dependent Student Tax Filers Worksheet

**Verification information**

What is verification and why was I selected?

Verification is the process by which certain required information on the FAFSA is reviewed for accuracy and completeness.

Students are selected for verification for one of the following reasons:

- The Central Processing System found inconsistencies and/or potential errors in the student’s FAFSA
- Random selection
- School selection

Steps to complete verification:

1. Collect income tax and other required documents
2. Review SAR to determine if there are any requests for documentation
3. Complete all sections of this worksheet, sign it, and send the completed worksheet, income tax and other official documentation to the financial aid office at your school.

The financial aid office will notify you if there is additional documentation needed or any other questions to be answered. After verification is complete, you will be notified about the amount of financial aid you are eligible to receive.

The financial aid office cannot process your financial aid package until verification has been completed, so it is imperative that you provide the required documents as soon as possible.

### Student Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student’s Identification (ID) Number</th>
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<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
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<tr>
<th>City State Zip Code</th>
<th>Student’s Email Address</th>
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<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
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Student’s Name _______________________________ Student’s ID Number ____________________

### 2013 IRS Income Tax Return Information for Parent Tax 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 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 the parents filed or will file a 2013 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 2013 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2013 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2013 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the 2013 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2013 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 2013 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 2013 IRS income tax return information into the student’s FAFSA once the 2013 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 *2013 IRS Tax Return Transcript(s)*.

To obtain a **2013 IRS Tax Return Transcript**, go to [www.IRS.gov](http://www.IRS.gov) and click on the “Order a Return or Account Transcript” link. Make sure to request the “IRS Tax Return Transcript” and **not** the “IRS Tax Account Transcript.” Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2013 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2013 IRS income tax return). In most cases, for electronic filers, a *2013 IRS Tax Return Transcript* may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the *2013 IRS Tax Return Transcript* may be requested within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2013 IRS income tax returns, **2013 IRS Tax Return Transcripts** must be provided for both.

- [ ] Check here if a *2013 IRS Tax Return Transcript(s)* is provided.
- [ ] Check here if a *2013 IRS Tax Return Transcript(s)* will be provided later.
Student’s Name _______________________________   Student’s ID Number __________________

2013 IRS Income Tax Return Information for Student Tax Filers

Important Note: The instructions 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 the student and spouse filed or will file a 2013 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 2013 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2013 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2013 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the 2013 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2013 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 student has used the IRS DRT in FAFSA on the Web to transfer 2013 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 2013 IRS income tax return information into the student’s FAFSA once the 2013 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 2013 IRS Tax Return Transcript(s).

To obtain a 2013 IRS Tax Return Transcript, go to www.IRS.gov and click on the “Order a Return or Account Transcript” link. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2013 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2013 IRS income tax return). In most cases, for electronic filers, a 2013 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the 2013 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2013 IRS income tax returns, 2013 IRS Tax Return Transcripts must be provided for both.

☐ Check here if a 2013 IRS Tax Return Transcript(s) is provided.

☐ Check here if a 2013 IRS Tax Return Transcript(s) will be provided later.
Student’s Name ___________________ Student’s ID Number ________________

Number of Household Members and Number in College

Number in Household: List below the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.

Student’s Name ___________________ Student’s ID Number ________________

- The student’s or spouse’s 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 the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2015.

Number in College: Include below information about, 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, 2014 and June 30, 2015, 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time (Yes or No)</th>
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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.

Child Support Paid

One of the parents included in the household or the student paid child support in 2013. 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 2013 for each child.

If more space is needed, provide a separate page that includes the student’s name and ID number at the top.
Student’s Name ___________________________  Student’s ID Number __________________

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2013</th>
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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 divorce decree that shows the amount of child support to be provided;
- 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 payments having been made.

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<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
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- A statement from the individual receiving the child support certifying the amount of child support received; or

Copies of the child support payment checks or money order receipts.

**Receipt of SNAP Benefits**

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 2012 or 2013. 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).

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Student’s Name _______________________________ Student’s ID Number _______________

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 the children’s support from July 1, 2014, through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014–2015. 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 the other people’s support and will continue to provide more than half of 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.

**Certifications and Signatures**

Each person signing below certifies that all of the information reported is complete and correct.

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

<table>
<thead>
<tr>
<th>Print Student’s Name</th>
<th>Student’s ID Number</th>
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<tr>
<td>Student’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Parent’s Signature</td>
<td>Date</td>
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