2015–2016 Verification Worksheet
for Independent Student

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, your school must confirm certain information 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 be corrected.

You must complete and sign this worksheet 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, contact your financial aid administrator as soon as possible to avoid delays in receiving your aid.

A. Independent Student's Information

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student/ Banner ID Number</th>
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<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Date of Birth</th>
<th>Student’s Home or Cell Phone Number (include area code)</th>
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<th>Student’s Email Address</th>
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B. Independent Student’s Family Information

In the table below, list the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of their support from July 1, 2015, through June 30, 2016, 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 their support and will continue to provide more than half of their support through June 30, 2016.

For “College” information: Include the name of the college/school for any listed household member who is or will be enrolled at least half time (6 credits or more) in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2015, and June 30, 2016.

If more space is needed, attach a separate page with the student’s name and Student ID # at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>35</td>
<td>Spouse</td>
<td>Central University</td>
<td>Yes</td>
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<tr>
<td></td>
<td></td>
<td>Self</td>
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C. Independent Student’s Income Information (and Spouse’s, if Married) for Tax Return Filers

Instructions: Complete this section if the student (and spouse, if the student is married) filed or will file a 2014 IRS income tax return. Notify the financial aid office if the student had a change in marital status after December 31, 2014.

In general, 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 2014 income information that was transferred into the student’s FAFSA using the IRS DRT so long as that information was not changed.

In most cases, for electronic tax return filers, 2014 information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the electronic return has been accepted by the IRS. Availability takes 8-11 weeks for paper tax return filers. Additional time may be required if income tax is owed. If you need more information about use of the IRS DRT or how to obtain the IRS Tax Return Transcript, see the directions below or contact your financial aid administrator.

Check the box that applies:

☐ The student has already used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income information into the student’s FAFSA and has made no further changes to the IRS data. The school will use this IRS information in the verification process.

☐ 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 tax return has been filed and processed. The school cannot complete verification until unchanged IRS information has been transferred into the FAFSA.

How to use the IRS DRT once your 2014 income tax return has been processed:

- Go to FAFSA.gov and log into your FAFSA record
- Select “Make FAFSA Corrections”
- Navigate to the Financial Information section of the FAFSA
- In the student Tax Information section, follow the instructions to determine eligibility to use the IRS DRT
- Follow the directions to link to the IRS; Provide the filer’s SSN, birth date, and address used when filing
- Follow the instructions to transfer IRS income tax return information into the FAFSA

☐ 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—not a photocopy of the income tax return. Verification cannot be completed until the IRS Tax Return Transcript has been submitted to the student’s school.

If the student and spouse filed separate tax returns, 2014 IRS Tax Return Transcripts must be provided for each.

A 2014 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 Transcript of Your Tax Records"
  - Click “Get Transcript ONLINE” or “Get Transcript by MAIL”
  - Make sure to request the “IRS Tax Return Transcript” - NOT the “IRS Tax Account Transcript”
  - Provide the filer’s Social Security Number, date of birth, and address used when filing.

- IRS2Go App:

- Telephone Request: 1-800-908-9946
- Paper Request Form: IRS Form 4506-T-EZ or IRS Form 4506-T

☐ Check here if a 2014 IRS Tax Return Transcript is attached to this worksheet.

☐ Check here if a 2014 IRS Tax Return Transcript will be submitted to the school later.

Important Notes: If an amended 2014 IRS tax return has been or will be filed, provide a signed copy of the 2014 IRS Form 1040X AND a signed copy of the original 2014 tax return filed with the IRS or a 2014 IRS Tax Return Transcript.

For IRS filing extensions, provide a copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” AND copies of all 2014 IRS Forms W–2 for each source of employment income, AND/OR, if self-employed, a signed statement certifying the amount of Adjusted Gross Income (AGI) and U.S. income tax paid for 2014.
D. Independent Student’s Income Information (and Spouse’s, if Married) for Non-Filers

**Instructions:** Complete this section if the student (and spouse, if the student is married) will not file AND are not required to file a 2014 IRS income tax return. For information about filing requirements, review “Do I Need to File a Tax Return?” on the IRS.gov website at [http://www.irs.gov/uac/Do-I-Need-to-File-a-Tax-Return%3F](http://www.irs.gov/uac/Do-I-Need-to-File-a-Tax-Return%3F)

Check the box that applies:

- [ ] The student and spouse were not employed and had no income earned from work in 2014.
- [ ] The student and/or spouse 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 attached.

**Attach copies of all 2014 IRS W-2 forms issued to the student and spouse by 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 Student ID # at the top.*

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
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<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00(example)</td>
<td>Yes(example)</td>
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Note: You may be required to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed.
Student’s Name: ___________________________________________ Student/ Banner ID: __________________________

E. Receipt of SNAP Benefits

Instructions: This section must be completed if someone in the student’s household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2013 or 2014 calendar years.

Check the box that applies:

☐ Yes, a member of the student’s household received SNAP benefits sometime during 2013 or 2014. If asked by the student’s school, documentation of the receipt of SNAP benefits during 2013 and/or 2014 will be provided.

☐ No, no member of the student’s household received SNAP benefits in 2013 or 2014.

Note: 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).

F. Child Support Paid by Independent Student (and Spouse, if Married)

Instructions: If the student and/or spouse (who is a member of the student’s household) paid child support in 2014, provide in the table 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 no child support was paid, indicate $0 or N/A.

If you need more space, attach a separate page that includes the student’s name and Student ID # at the top.

<table>
<thead>
<tr>
<th>Name of Person in Household Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name &amp; Age of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2014</th>
</tr>
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<tbody>
<tr>
<td>Marty Jones</td>
<td>Chris Smith (example)</td>
<td>Terry Jones, 2 years</td>
<td>$6,000.00</td>
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<td>Total Paid in 2014:</td>
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Note: In certain cases, the school may request additional documentation of child support paid.
G. Verification of Student’s Identity and Statement of Educational Purpose

Instructions: Students who are required to verify their identity and educational purpose may do so in two ways, depending on their ability to complete the process at their school:

1. Students who are able to return this document to their college’s Financial Aid Office in person must:
   a. Verify identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s ID that is annotated with the date it was received and reviewed as well as the name of the Financial Aid official authorized to collect the student’s ID.
   b. Sign, in the presence of the Financial Aid official, the Statement of Educational Purpose provided below.

2. Students unable to appear in person at their college to verify identity must:
   a. Provide a copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver’s license, other state-issued ID, or passport.
   b. Sign, in the presence of a Notary, the Statement of Educational Purpose provided below.
   c. Have the Notary complete the Certificate of Acknowledgement provided below.
   d. Mail this completed Worksheet, including the Statement and Notary’s Certificate, to your school’s financial aid office.

Statement of Educational Purpose

I certify that I ______________________________ am the individual signing this Statement of Educational Purpose
(Print Student’s Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the

(Name of Postsecondary Educational Institution)

for 2015-2016.

_____________________________     ______________________
(Student’s Signature)     (Date)     (Student’s ID Number)
_____________________________     ______________________
(Name of Authorized College Official)     (Date)     (Title of Official)

Notary’s Certificate of Acknowledgement (Required if signed in the presence of a Notary)

State of ________________________________________________________________________

City/County of _____________________________________________________________________

On ______________________, before me, ______________________________, ______________________________, (Date) (Notary’s Name)

personally appeared, ______________________________, and proved to me

(Printed Name of Student Signer)

on basis of satisfactory evidence of identification ______________________________________ (Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal) ______________________________

(Notary signature) ______________________________

My commission expires on ______________________
(Date)
H. High School Completion Status

Instructions: Provide one of the following documents that indicate the student’s high school completion status when the student begins college in 2015-2016:

- A copy of the student’s high school diploma
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded
- A State certificate or transcript issued to a student after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that a State recognized as the equivalent of a high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If State law required a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law did not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

Note: Laws regarding high school completion vary from state-to-state. If a student moves to CT, but has one of the documents listed above issued from another state, the student should submit what documentation s/he has proving high school completion in that other state.

I. 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 whose information is provided must sign and date below.

Student’s Signature ___________________________ Date __________

Spouse’s Signature (Optional) ___________________________ Date __________

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

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.