



# 2014-2015 V1 Verification Form

The Department of Education has selected your FAFSA for a review process called *verification*. In this process, the Office of Financial Aid will be comparing information from your FAFSA with this worksheet and your IRS Data. Federal regulations require colleges to ask for this information before disbursing federal aid. If there are differences between your application and the documents you provide, your FAFSA information will need to be corrected by your Financial Aid Administrator. **Please read all instructions carefully before completing this form to avoid delaying your financial aid awards.**

**INSTRUCTIONS:**

1. Make sure to check your Missing Information Letter on the InSite Portal.
2. Complete all required sections of this worksheet and provide all required documentation and signatures. In order to complete your financial aid file, you may be required to provide additional documentation in addition to this verification worksheet.

**SECTION A: STUDENT INFORMATION**

Last Name	First Name	Student ID Number
Address (include apt. no.)		Date of Birth (____)
City	State	Zip
		Phone Number (include area code)

**SECTION B: FAMILY INFORMATION**

List the people in your household. Use a separate sheet of paper if you need more space.

**IF YOU ARE A DEPENDENT STUDENT, INCLUDE:**

- ✓ yourself
- ✓ your parent(s), including stepparent
- ✓ your parents' other children, **IF** your parents will provide more than half of their support from 07/01/14 through 06/30/15
- ✓ other people, **IF** they now live with your parents and your parents will provide more than half of their support from 07/01/14 through 06/30/15

**IF YOU ARE AN INDEPENDENT STUDENT, INCLUDE:**

- ✓ yourself
- ✓ your spouse, if married
- ✓ your children, **IF** you will provide more than half of their support from 07/01/14 through 06/30/15.
- ✓ other people, **IF** they now live with you and you will provide more than half of their support from 07/01/14 through 06/30/15

FULL NAME	AGE	RELATIONSHIP	COLLEGE NAME (if currently enrolled)	Will be Enrolled at Least Half Time (yes or no)
		SELF (Student)		

**SECTION C: STUDENT'S / SPOUSE (IF MARRIED) INCOME INFORMATION** (all applicants)

PLEASE CHECK ONE APPROPRIATE BOX BELOW:

- Check here if the student filed taxes in 2013 and **used the IRS DATA Retrieval Tool** in FAFSA on the Web.
- Check here if the student filed taxes in 2013 but **did not to use the IRS Data Retrieval Tool** in FAFSA on the Web. You are required to provide a copy of your **2013 IRS TAX RETURN TRANSCRIPT and W2's**. Please note 1040, 1040A, or 1040ez forms are no longer accepted as proof of tax filing, only 2013 IRS tax return transcripts are accepted. To obtain a copy of your 2013 IRS Tax Return Transcript, you may request it online at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.
- Check here if the student **did not file and is not required to file taxes in 2013**. If you did not file taxes in 2013, please complete the student portion of **SECTION E: INCOME CERTIFICATION** on the next page.

**SECTION D: PARENT'S INCOME INFORMATION (for DEPENDENT students only)**

PLEASE CHECK ONE APPROPRIATE BOX BELOW:

- Check here if the student's parent(s) filed taxes in 2013 and used the IRS DATA Retrieval Tool in FAFSA on the Web.
- Check here if the student's parent(s) filed taxes in 2013 but did not to use the IRS Data Retrieval Tool in FAFSA on the Web. The student's parent(s) is required to provide a copy of their **2013 IRS TAX RETURN TRANSCRIPT and W2's**. Please note 1040, 1040A, or 1040ez forms are no longer accepted as proof of tax filing, only 2013 IRS tax return transcripts are accepted. To obtain a copy of your 2013 IRS Tax Return Transcript, you may request it online at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.
- Check here if the student's parent(s) did not file and is not required to file taxes in 2013. If your parent(s) did not file taxes in 2013, please complete the parent portion of **SECTION E: INCOME CERTIFICATION** below.

**SECTION E: INCOME CERTIFICATION**

**NON TAX FILERS:** Even though you may not be REQUIRED to file a tax return, you must use the space below to report any income in 2013 from all sources/employers. Make sure to attach copies of all 2013 W2 forms or indicate that you were paid in cash.

	Employers/Sources of Income	Total income amount in 2013	Paid in Cash	W2 attached
Student's Income			YES /NO	YES /NO
Spouse's Income (if married)			YES /NO	YES /NO
Parent's Income (if dependent)			YES /NO	YES /NO

**LOW INCOME CERTIFICATION:** Your reported income on the FAFSA was relatively low and not sufficient to pay the average annual costs for rent, food, transportation, and other living expenses. Please use the space below to provide a detailed explanation of how your household expenses were met in 2013. If a third party helped pay for your bills, please indicate the total amount received in 2013: (You may attach a separate sheet if additional space is needed.)

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**SECTION F: FOOD STAMPS (SNAP) AND/OR CHILD SUPPORT INFORMATION**

- Check this box if one of the people included in your household on the FAFSA received benefits from the **Supplemental Nutritional Assistance Program** or SNAP (formerly known as food stamps) anytime in 2013 or 2014.
- Check this box if someone in your household paid child support in 2013. Please complete the section below.  
\*Note: Children listed below cannot be included in the household unless you are currently supporting them for 2013.  
(Provide written statement)

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2013
			\$
			\$
			\$

**SECTION G: SIGN THIS WORKSHEET**

By signing this form, I/we certify that all the information reported is complete and correct. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature (for Dependent Students only) \_\_\_\_\_ Date \_\_\_\_\_