



# 2014-2015 V6 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**

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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)
		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)**

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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**

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**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. Complete this section if your (or spouse, if married) or parent(s) (if dependent) income reported on this form is less than \$5,000. Please explain how you (or your parent(s), if dependent) met their monthly expenses (low income housing, SNAP (food stamps), cash aid, social security benefits, etc.)

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

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- 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: UNTAXED INCOME**

Based on the information provided on your FAFSA, it does not appear that the 2013 income reported is sufficient to provide financial support for the number of household members reported. Complete ALL sections below. If you were required to provide parent information on your FAFSA, answer the questions below as they apply to you and your parents and your parent must sign the form; if you were not required to provide parent information on your FAFSA, answer the questions below as they apply to yourself (and your spouse if you are married). If any item does not apply, enter N/A or \$0. DO NOT LEAVE ANY SECTION BLANK.

- **Payments to tax-deferred pension and retirement savings** - List any payments to plans, such as 401(k) or 403(b), including but not limited to amounts reported on W2 boxes 12a-12d codes D, E, F, G, H, and S.

Person who made the payment	Total amount paid in 2013
	\$
	\$

- **Housing, food and other living allowances paid to members of the military, clergy, and others** – List any payments and/or the cash value of benefits received by any family member that is military, clergy, etc. Do not include the value of on-base housing or basic allowance for housing for military.

Person who received the benefit	Type of benefit received	Total amount received in 2013
		\$
		\$

- **Veteran non-education benefits** – Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and VA Educational Work-Study allowances.

Name of person who received benefit	Type of Veterans Non-Ed received	Total amount received in 2013
		\$
		\$

- **Child Support received** – List the actual amount of child support received for children in your household.

Who received the support payment	Child for whom payment was made	Total amount received in 2013
		\$
		\$

- **Other untaxed income** – List the type and amount of other income received that has not been reported elsewhere on this form. Include payments from worker’s compensation, disability, untaxed portions of health savings accounts from, etc. Do not include financial aid, Earned Income Credit, Additional Child Tax Credit, TANF, Social Security Benefits, SSI, combat pay, etc.

Person who received income	Type of untaxed income received	Total amount received in 2013
		\$
		\$

- **Money received or paid on the student’s behalf** – List any other money received or paid on the student’s behalf that is not reported elsewhere on this form. For example, if someone is paying the student’s rent, utilities, bills, or gives the student cash, gift cards, etc., list the total amount that person paid, *unless the person is the student’s parent whose information is reported on the student’s FAFSA*. Also include any distributions to the student from a 529 plan owned by someone other than the student or student’s parents.

Name and relationship of person who gave the payment	Type of payment (cash, rent, utilities)	Total amount received in 2013
		\$
		\$

- **Additional Income Information** – List any other resources/benefits received by the student and any other members of the student’s household. This may include veterans education benefits, military housing, SNAP, TANF, WIC, etc.

Person who received the resource/benefit	Type of resource/benefit	Total amount received in 2013

- **Explanation of Support** – In a few sentences below, explain how your family was financially supported in 2013. You should mention here if you received low-income or free housing/rent, reduced or free utilities, or utilized any other sources for basic living expenses.

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**SECTION H: 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.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date