



2014–2015 Verification Worksheet - INDEPENDENT Student

Your 2014-2015 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review in a process called verification. Before we can determine your eligibility, we are asking you to confirm the information you reported on your FAFSA. To ensure the information is correct, we will compare your FAFSA with the information on this worksheet, and with any other required documents. If there are differences, your FAFSA information may need to be corrected.

1. **YOU MUST REVIEW THIS ENTIRE WORKSHEET AND ACCURATELY COMPLETE AND SIGN THIS WORKSHEET.**
2. **SUBMIT THE COMPLETED WORKSHEET, TAX TRANSCRIPTS (IF REQUESTED), AND OTHER DOCUMENTS TO THE FINANCIAL AID OFFICE.**

A. Independent Student's Information:

Student's Last Name	Student's First Name	Student's M.I.	Student's ID	Student's SSN
Student's Street Address (include apt. no.)			Student's Date of Birth	Student's Phone (xxx)-xxx-xxxx
City	State	Zip Code	Student's Email Address	

B. Independent Student's Household Information:

List below the names and ages of all Household Members that meet the definition here:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, *if you will provide more than half of their support from July 1, 2014, through June 30, 2015, or if the child would be required to provide your information if they were completing a FAFSA for 2014-2015. Include children who meet either of these standards, even if they do not live with you.*
- Other people, *if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2015.*

Include the name of the college, if applicable, for anyone listed below who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2014, and June 30, 2015.

Full Name of <u>each</u> Household Member	Age	Relationship	College Name <u>if applicable</u>	Will be Enrolled at Least 1/2 Time
Marty Jones (example)	28	Wife	Central University	Yes
		Self		

C. Independent Student's (and Spouse's, if applicable) Income Information to Be Verified:

1. **COMPLETE THIS SECTION ONLY IF A 2013 TAX RETURN WAS OR WILL BE FILED:** Check one applicable box

- The Financial Aid Office did not request tax transcripts be submitted with this Verification Worksheet from me (or my spouse, if I am married). *(You would have specifically been notified to submit tax transcripts along with the request to submit this Worksheet.)*
- The Financial Aid Office is requesting tax information from me and I, the student (and if married, my spouse): **Select One**

_____ Have filed 2013 taxes and attached are the 2013 IRS tax return transcripts (not photocopies of income tax returns) requested by the Financial Aid Office. (If you have filed a joint return for 2013, and are no longer married as of the FAFSA filing date, you, the student, must also submit your W-2 or earning statements for 2013.)

_____ Will use the IRS Data Retrieval Tool at FAFSA.gov. (See instructions at the top of page two of this worksheet.) I will confirm that the information was processed with the Financial Aid Office 3 days after I use the IRS Data Retrieval Tool online prior to submitting this form.

_____ Am married as of the date of the FAFSA filing, **but my spouse and I filed separately in 2013.** As required, we are submitting our **separate 2013 tax return transcripts.** I understand that we are **not** able to use the IRS Data Retrieval Tool because we filed our taxes separately in 2013.

_____ Will not/have not filed by the IRS deadline and have attached IRS Form 4868 or IRS approval of extension beyond six months, all W-2s and estimated AGI and taxes paid for 2013. If self-employed a signed statement with the AGI and taxes paid amount is attached.

Student's Name: _____ ID: _____ SSN: _____

Instructions for using the IRS Data Retrieval Tool on FAFSA.gov: To use the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into your FAFSA. It takes up to two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool if you electronically filed an IRS tax return, and up to eight weeks for paper IRS tax return filers. For additional information on using the IRS Data Retrieval tool contact the Financial Aid Office.

If unable to provide tax transcripts, use the IRS Data Retrieval Tool, or amended taxes have been filed, contact the Financial Aid Office.

Note: If you (or your spouse) cannot or choose not to use the IRS Data retrieval tool at FAFSA on the Web you must submit your 2013 IRS tax return transcript(s) – NOT PHOTOCOPIES of the income tax return.

2. COMPLETE THIS SECTION IF A 2013 TAX RETURN WAS NOT FILED:

Student – Select Applicable Statement	Spouse – Select Applicable Statement
<input type="checkbox"/> I, the student, was not employed and had no income earned from work in 2013.	<input type="checkbox"/> I, the spouse, was not employed and had no income earned from work in 2013.
<input type="checkbox"/> I, the student, was employed in 2013 but not required to file - <i>Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.</i>	<input type="checkbox"/> I, the spouse, was employed in 2013 but not required to file - <i>Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.</i>

Student/Spouse Name	Source of Income	2013 Amount Earned	W-2 Attached?
Spouse	Suzy's Auto Body Shop (example)	\$2,000.00	Yes

D. Certification and Signature: I certify that all the information reported on this worksheet is complete and correct. Student's signature is required. Spouse's signature is optional.

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

Student's Signature

Date

Spouse's Signature

Date

Submit this worksheet to the Financial Aid Office. Make a copy of this worksheet for your records. For questions regarding any part of this worksheet, or if you have an unusual tax filing circumstance to discuss, contact the Financial Aid Office.
If additional space is needed, please attach another sheet with the student's name, SSN, and ID.