

## 2016–2017 Verification Worksheet - Independent Student

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review. Complete this form so that we may continue processing your aid application. We will compare information from your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected.

1. YOU MUST REVIEW, ACCURATELY COMPLETE, AND SIGN THIS WORKSHEET.
2. SUBMIT THE COMPLETED WORKSHEET AND OTHER DOCUMENTS IF REQUESTED BY THE FINANCIAL AID OFFICE.

### A. Independent Student's Information

Student's Last Name	Student's First Name	Student's Middle Initial	Student's ID - <i>REQUIRED</i>	Last 4 Digits of Student's SSN
---------------------	----------------------	--------------------------	--------------------------------	--------------------------------

### 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, 2016, through June 30, 2017, or if the child would be required to provide your information if they were completing a FAFSA for 2016-2017. Include children who meet either of these descriptions, 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, 2017.*

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

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

Select one box from the five choices in the appropriate column below depending on your marital status:

<i>Single, Unmarried, or Divorced/Separated Students</i>	<i>Married Students (Spouse's Information Required)</i>
___ I filed a 2015 federal income tax return and used the IRS Data Retrieval Tool on my FAFSA. <b>***Note: The Financial Aid Office must confirm the IRS Data was received via the FAFSA before this form will be processed. Instructions for using this tool are on the next page.</b>	___ We filed a 2015 federal income tax return and used the IRS Data Retrieval Tool on my FAFSA. <b>***Note: The Financial Aid Office must confirm the IRS Data was received via the FAFSA before this form will be processed. Instructions for using this tool are on the next page.</b>
___ I filed a 2015 federal income tax return, but did not use or was not eligible to use the IRS Data Retrieval Tool on my FAFSA. <b>I have attached the required copy of my 2015 IRS Tax Return Transcript (not a copy of the filed tax return).</b>	___ We filed a 2015 federal income tax return (or returns, if filed separately), but did not use or were not eligible to use the IRS Data Retrieval Tool on my FAFSA. <b>I have attached the required copy/copies of our 2015 IRS Tax Return Transcript(s) (not a copy of the filed tax return).</b>
___ I earned income but did not file, nor was I required to file, a 2015 federal income tax return. <b>I earned income and have attached the required copies of all 2015 W2s, 1099s, and other wage statements. See SECTION D if you cannot provide documents.</b>	___ We earned income but did not file, nor were we required to file, 2015 federal income tax returns. <b>We earned income and have attached the required copies of all 2015 W2s, 1099s, and other wage statements. See SECTION D if you cannot provide documents.</b>
___ I have been granted a 2015 income tax filing extension. <b>As required, I have attached a copy of IRS Form 4868 and all earning statements (W2s, 1099s, etc.). If self-employed, I have also included a signed statement with estimates of AGI and taxes paid. Note: If the extension date has passed we will require a copy of the IRS Tax Return Transcript.</b>	___ We have been granted a 2015 income tax filing extension. <b>As required, We have attached a copy of IRS Form 4868 and all earning statements (W2s, 1099s, etc.). If self-employed, we have also included a signed statement with estimates of AGI and taxes paid. Note: If the extension date has passed we will require a copy of the IRS Tax Return Transcript.</b>
___ I was not employed in 2015 and earned no income from work.	___ I/We was/were not employed in 2015 and earned no income from work.

**\*\*\*Instructions for using the IRS Data Retrieval Tool at [www.fafsa.gov](http://www.fafsa.gov):** To use the tool, go to [www.fafsa.gov](http://www.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 2015 IRS income tax information into your FAFSA. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool if you electronically filed an IRS tax return, or up to eleven weeks for paper IRS tax return filers.

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

D. I am unable to provide 2015 W2s, 1099s, or other wage statements as required in section C above. In place of those documents I have listed all of my sources of income and amounts from 2015 below. Only complete this section if you did not and will not file taxes in 2015, had income, and are unable to provide documentation for your earnings.

Source of Income	Name of Income Earner	Relationship to Student	2015 Total Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Suzy Smith</i>	<i>Spouse</i>	<i>\$2,000.00</i>

**Certification and Signature:** I certify that all the information reported on this worksheet is complete, correct, and the required documents are attached. 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, student's ID, and last 4 digits of the student's SSN.