

Dependent Verification Worksheet (V1)

Student's Name: \_\_\_\_\_ (Student ID#) SID: \_\_\_\_\_  
Last First

Preferred Name (if different than above) \_\_\_\_\_  
Last First

Because your FAFSA (Free Application for Federal Student Aid) was selected for 'Verification', we must verify the tax information reported for you and your parent(s). If there are discrepancies, we will make the necessary corrections to your FAFSA.

**Note:** If 2015 U.S. taxes were filed, try to use the IRS Data Retrieval Tool (IRS DRT) through your FAFSA for each return. If you are either unable to use or choose not to use the IRS DRT, you must attach an **IRS Tax Return Transcript**. If you did not file taxes, you must attach a **Verification of Non-filing Letter**. To get these and other types of transcripts, you can go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) or call **1-800-908-9946**. Go to your campus' Financial Aid webpage for more information.

**Section A. Parent Tax Forms and Income Information**

**Important Note:** The instructions on this page apply to each parent included in the household size as reported on the 'Verification of Household Size' form. Notify the Financial Aid Office if your parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

**Do not submit this form until** your parent(s) successfully complete the IRS DRT and/or have attached all required documents. If you need clarification or are unable to obtain the necessary documents, please contact your campus' Financial Aid Office.

**Box 1: Complete this box only if your parents filed a 2015 Income Tax Return in any country.**

Check and complete all that apply (you must be able to check at least one):

- My parent(s) **have successfully used** the IRS Data Retrieval Tool (DRT) through my 2017-18 FAFSA to transfer their 2015 IRS income tax return information.
- My parent's/parents' 2015 Tax Return Transcript(s) **is/are attached to this worksheet**. (If your parents filed separate 2015 IRS income tax returns, a 2015 IRS Tax Return Transcript must be provided for each parent.)
- My parent(s) filed a second 2015 U.S. Tax Return (an '**Amended Tax Return**') to make corrections to their first 2015 Tax Return. I have **attached both** a signed copy of their filed 2015 Amended Tax Return (IRS Form 1040X) **and** a copy of their 2015 IRS Tax Return Transcript.
- My parent(s) **filed a 2015 Income Tax Return in a country other than the U.S.** **and** a signed copy of that filed tax return, along with a conversion of information to U.S. dollars, **is attached** to this worksheet.

**Box 2: Complete this box only if one or both of your parent(s) did not file a 2015 Income Tax Return in any country.**

- You must attach an **IRS Verification of Non-filing Letter** for 2015 for the parent(s) who did not file.

Check and complete all that apply:

- I have **attached an IRS Verification of Non-filing Letter** for 2015 for the parent(s) who did not file.
- My parent(s) were **not employed** and had **no** 2015 income earned from work (including business income, odd jobs, etc.).
- One or both parents were **employed** in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether the employer provided a W-2 form.
  - List every source of income earned in or out of the U.S., even if a W-2 form was not issued. Include odd jobs, etc.
  - **You must attach a copy of all W-2 forms issued**. If a W-2 form was not issued, please attach an explanation.

Employer's (source's) Name	If more than one parent, which one?	Amount earned in 2015	IRS W-2 Form Issued?	If earned outside of the U.S., which country?
<i>Example: Sarah's Bakery</i>	<i>Father</i>	<i>\$2,000</i>	<i>No</i>	<i>Canada</i>

If you need more space, please attach a signed separate page with the students name and ID number at the top.

## **Section B. Student Tax Forms and Income Information**

**Important Note:** The instructions on this page apply to income earned by the student.

**Do not submit this form until** you have successfully completed the IRS DRT and/or have attached all required documents. If you need clarification or are unable to obtain the necessary documents, please contact your campus' Financial Aid Office.

**Complete either Box 1 or Box 2 (not both):**

### **Box 1: Complete this box only if you (the student) filed a 2015 Income Tax Return in any country.**

**Check and complete all that apply** (you must be able to check at least one):

- I have **successfully used** the IRS Data Retrieval Tool (DRT) through my 2017-18 FAFSA to transfer my 2015 IRS income tax return information.
- I have **attached** my **2015 IRS Tax Return Transcript** to this worksheet.
- I filed a second 2015 U.S. Tax Return (an '**Amended Tax Return**') to make corrections to my first 2015 Tax Return. I have **attached both** a signed copy of my filed 2015 Amended Tax Return (IRS Form 1040X) **and** a copy of my 2015 IRS Tax Return Transcript.
- I **filed a 2015 Income Tax Return in a country other than the U.S. and I have attached** a signed copy of that filed tax return, along with a conversion of information to U.S. dollars, to this worksheet.

### **Box 2: Complete this box only if you (the student) did not file a 2015 Income Tax Return in any country.**

**Check the box that applies:**

- I was **not** employed and had **no** income earned from work (including business income, odd jobs, etc.) in 2015.
- I was **employed** in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether the employer provided a W-2 form.
- List every source of income earned in or out of the U.S., even if a W-2 form was not issued. Include odd jobs, etc.
  - For more space, attach a signed separate page with the student's name and ID number at the top.
  - **You must attach a copy of all W-2 forms issued.** If a W-2 form was not issued, please attach an explanation.

Employer's (source's) Name	Amount earned in 2015	IRS W-2 Form Issued?	If earned outside of the U.S., which country?
<i>Example: Sarah's Bakery</i>	<i>\$2,000</i>	<i>No</i>	<i>Canada</i>

If you need more space, please attach a signed separate page with the students name and ID number at the top.

**SECTION C. Family Information**

Please list the following people in the chart below:

- Yourself
- The parent(s) you live with (including stepparent) **or**, if you're not living at home, the parent(s) whose information you provided on your 2017-18 FAFSA.
- The listed parents' other children **only if**: (a) the listed parent(s) will provide more than half of the children's financial support from July 1, 2017 through June 30, 2018; **or** (b) the children attend college at least half-time and would be required to provide parental information when applying for financial aid.
- Other people currently living with your listed parent(s) **only if** your parent(s) currently provide and will continue to provide more than half of their financial support from July 1, 2017 through June 30, 2018.
- **Do not** include any people who live with them but support themselves with their own income, even if they share some expenses.

Full Name	Age	Relationship to Applicant	Name of College (if attending half-time or more during the 2017-18 academic year)
Example: <i>Susan Jones</i>	<i>30</i>	<i>Self</i>	<i>(name of your primary college)</i>

\*NOTE: If you need more space, please attach an additional page with the student's name and ID number at the top.

**Section D. Sign This Worksheet**

By signing this worksheet, we certify that all the information reported to qualify for federal student aid is complete and correct. I understand that, periodically, additional documents and/or information may be requested of me and my family by the Financial Aid Office. ***At least one parent must sign this form.***

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name Printed