

Your Free Application for Federal Student Aid (FAFSA) was selected for verification. The law says that before awarding Federal Student Aid, the Financial Aid Office must confirm the information you and your spouse reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, the Financial Aid Office will make corrections to your FAFSA.

A. STUDENT INFORMATION

| | | | |
|------------------------------------|--------------------------|-------------------|------|
| Name (<i>print clearly</i>): | | Email address: | |
| Date of birth: / /19 | Last four digits of SS#: | Phone: () | |
| Address: | City: | State: | Zip: |

B. FAMILY INFORMATION

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2018.

Print the names of all household members in the spaces below. Also write the name of the college for any household member who will be attending at least half-time between July 1, 2017 and June 30, 2018, and will be enrolled in a degree, diploma, or certificate program.

If more space is needed, provide a separate page with the student's name and SSN at the top.

| Full Name | Age | Relationship | College | Enrolled at least half-time? Yes/No |
|----------------------------------|-----|--------------|--------------------------------|--|
| <i>(example) Jill J. Student</i> | 24 | Self | Geneva General Hospital | |
| | | Self | Geneva General Hospital | Yes |
| | | | | |
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Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate.

C. INCOME INFORMATION FOR STUDENT TAX FILERS

Complete this section if the student filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. **Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will make a correction to the FAFSA at www.fafsa.gov to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. A **2015 IRS Tax Return Transcript** may be obtained through the Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

In most cases, for electronic tax filers, 2015 IRS tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic return has been accepted by the IRS. Generally, for filers of paper returns, the 2015 income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper return has been received by the IRS.

D. INCOME INFORMATION FOR STUDENT NONTAX FILERS

Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS. **Check the box that applies:**

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. **[Provide copies of all 2015 IRS W-2 forms issued to the student and spouse by their employers]**. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and SSN at the top.

| Employer's Name | Annual Amount Earned in 2015 | IRS W-2 Provided? |
|---|------------------------------|-------------------|
| <i>ABC's Auto Body Shop (example)</i> | <i>\$4,500.00</i> | <i>Yes</i> |
| | | |
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| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned From Work | \$ | |

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

E. INCOME INFORMATION FOR PARENT TAX FILERS

Important Note: The instructions below apply to each parent included in the household, regardless of whether or not they are married. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

Complete this section if the parents filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the

student's FAFSA using the IRS DRT if that information was not changed. **Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will make a correction to the FAFSA at www.fafsa.gov to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. A **2015 IRS Tax Return Transcript** may be obtained through the Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

In most cases, for electronic tax filers, 2015 IRS tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic return has been accepted by the IRS. Generally, for filers of paper returns, the 2015 income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper return has been received by the IRS.

If the parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for each parent.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided for each parent.

F. INCOME INFORMATION FOR PARENT NONTAX FILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS. **Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2015.
- 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 an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and SSN at the top.

| Employer's Name | Annual Amount Earned in 2015 | IRS W-2 Provided? |
|---|------------------------------|-------------------|
| <i>ABC's Auto Body Shop (example)</i> | <i>\$4,500.00</i> | <i>Yes</i> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned From Work | \$ | |
| | | |

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

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I. SIGN THIS WORKSHEET

Each person signing below certifies that all of the information reported is complete and correct.

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

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| Students Printed Name: | Date: |
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|--------------------------------------|
| Student Signature (required): |
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|------------------------------|--------------|
| Parents Printed Name: | Date: |
|------------------------------|--------------|

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|--------------------------------------|
| Parents Signature (required): |
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