

2017-2018 Verification Worksheet *Independent Student*

FOR OFFICE USE ONLY	
Student:	
1st Notice	
2 nd Notice	
3 rd Notice	

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

		Student's M.I.	Student's Social Security Number
Student's Street Address	(include apt. no.)		Student's Date of Birth
City	State	Zip Code	Student's Email Address

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017–2018. 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, 2018.

Include the name of the college for any household member who will be enrolled <u>at least half time</u>, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at
				Least Half Time
Marty Jones(example)	28	Wife	Central University	Yes
		Self		

C. Independent Student's Income Information to Be Verified

1. <u>TAX RETURN FILERS</u>—Important Note: If you (or your spouse, if married) filed, or will file, an <u>amended</u> 2015 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, <u>filed or will file</u> a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to <u>FAFSA.gov</u>, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, 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. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

[and, if married, your spouse's) IRS information has been transferred into your FAFSA. [I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school 2015 IRS tax return transcript(s)—not photocopies of the income tax return. To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Get a Tax Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2015 IRS tax return was filed). If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse. [Check here if an IRS tax return transcript(s) is attached to this worksheet. [Check here if IRS tax return transcript(s) has been submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school. *If you choose to download your IRS tax return transcript as a PDF, you can forward the PDF file to Financial_Aid@daemen.edu 2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2015 income tax return with the IRS. [The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2015. [The student (and/or the student's spouse if married) was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached.		Data Retrieval Tool see your financial aid administrator.
 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Your school will use the IRS information that was transferred in the verification process. I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA once I have filed my 2015 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA. I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school 2015 IRS tax return transcript(s)—not photocopies of the income tax return. To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Get a Tax Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2015 IRS tax return was filed). If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse. Check here if an IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school. *If you choose to download your IRS tax return transcript as a PDF, you can forward the PDF file to Financial_Aid@daemen.edu 2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, the student's spouse) was not employed and had no		Check the box that applies:
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Employer's Name	2015 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes
DO NOT COMPLETE IF YOU FIL	ED TAXES	

D. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the 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

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.