

# 2016–2017 Verification Worksheet

## Dependent Student

Your 2016–2017 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 and your parents 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 and at least one parent 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.

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Martin University Student ID/last 4 SSN
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### B. Dependent Student's Family Information

List below the people in your parent(s) household, include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member, excluding your parent(s), 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, 2016, and June 30, 2017. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary institutions is inaccurate.

**C. Student's Income Information to Be Verified**

1. I am **REQUIRED** by the IRS to file a Federal Income Tax Return

**\*Important Note:** If the student filed, or will file, an amended 2014 IRS tax return, the student must contact the Financial Aid Administrator before completing this section.

\*\*\*If the student has used the IRS Data Retrieval Tool when completing the 2015-2016 FAFSA, **SKIP TO SECTION D.**

By checking this box, I confirm that I have **not used the IRS Data Retrieval Tool**, and will complete one of the following options:

A. Use the IRS Data Retrieval Tool on FAFSA

*Once you have completed your taxes, wait the appropriate length of time (two weeks if filed electronically and 8 weeks if by mail) and follow these steps:*

1. Log back into [www.fafsa.gov](http://www.fafsa.gov).
2. Click on Make FAFSA Corrections.
3. Click on the Financial Information tab.
4. Change from "Will File" to "Already Completed."
5. If you are eligible to use the IRS Data Retrieval Process, click on the Link to IRS link and click OK.
6. On the IRS Web site, enter the requested information and click submit.
7. Click the box under the "Transfer My Tax Information into the FAFSA" and then click Transfer Now
8. You should then receive a message "You have successfully transferred your 2015 tax information".
9. Be sure to finish going through all the steps and electronically sign (if dependent student one of your parents also needs to electronically sign) and submit your FAFSA. You are not finished until you have successfully submitted your FAFSA and received a confirmation number.

B. Request a Tax Return Transcript

1. Go to <http://www.irs.gov/Individuals/Get-Transcript>
2. In the blue box to the left on the page that says "Get Transcript ONLINE click here. If you prefer to have it mailed to you choose the box to the right of this one that says, "Get Transcript by Mail"
3. If you already have an IRS account you can sign in; if not, create an account
  - a. On get transcript page choose reason: Higher Education/Student Aid
  - b. The site will recommend choosing Return Transcript, choose this and select year
  - c. Transcripts will download for you to print.
4. If you choose the mail option transcripts are typically mailed in 7-10 business days
5. Attach or submit to the Financial Aid Office

2. I am **NOT REQUIRED** by the IRS to file a Federal Income Tax Return

**Check the box that applies:**

The student was not employed and had no income earned from work in 2015.

Complete the table below for all 2015 employment. **Attach copies of all 2014 IRS W-2 forms issued to the student from employers.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.

Employer's Name	2013 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

**D. Parent's Income Information to Be Verified**

1. Parent (and spouse, if married) is **REQUIRED** by the IRS to file a Federal Income Tax Return

**\*Important Note:** If the parent filed, or will file, an amended 2015 IRS tax return, the parent must contact the Financial Aid Administrator before completing this section.

**\*\*Important Note:** The instructions below apply to each parent included in the household. Notify the Financial Aid Office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status at the end of the 2015 tax year on December 31, 2015.

\*\*\*If the parent **has used the IRS Data Retrieval Tool** when completing the 2015-2016 FAFSA, SKIP TO SECTION E.

By checking this box, I confirm that I (the parent) have **not used the IRS Data Retrieval Tool**, and will complete one of the following options

**A. Use the IRS Data Retrieval Tool on FAFSA**

*Once you have completed your taxes, wait the appropriate length of time (two weeks if filed electronically and 8 weeks if by mail) and follow these steps:*

1. Log back into [www.fafsa.gov](http://www.fafsa.gov).
2. Click on Make FAFSA Corrections.
3. Click on the Financial Information tab.
4. Change from "Will File" to "Already Completed."
5. If you are eligible to use the IRS Data Retrieval Process, click on the Link to IRS link and click OK.
6. On the IRS Web site, enter the requested information and click submit.
7. Click the box under the "Transfer My Tax Information into the FAFSA" and then click Transfer Now
8. You should then receive a message "You have successfully transferred your 2015 tax information."
9. Be sure to finish going through all the steps and electronically sign (if dependent student one of your parents also needs to electronically sign) and submit your FAFSA. You are not finished until you have successfully submitted your FAFSA and received a confirmation number.

**C. Request a Tax Return Transcript**

1. Go to <http://www.irs.gov/Individuals/Get-Transcript>
2. In the blue box to the left on the page that says "Get Transcript ONLINE" click here. If you prefer to have it mailed to you choose the box to the right of the one that says, "Get Transcript by Mail"
3. If you already have an IRS account you can sign in; if not, create an account.
  - a. On get transcript page choose reason: Higher Education/Student Aid
  - b. The site will recommend choosing Return Transcript, choose this and select year,
  - c. Transcripts will download for you to print
4. If you choose the mail option, transcripts are typically mailed in 7-10 business days
5. Attach or submit to the Financial Aid Office, make sure to include the student's name and student's ID number on the top of the transcript

2. Parent (and spouse, if married) is **NOT REQUIRED** by the IRS to file a Federal Income Tax Return

**Check the box that applies:**

The parent was not employed and had no income earned from work in 2015.

Complete the table below for all 2015 employment. **Attach copies of all 2015 IRS W-2 forms issued to the parent from employers.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

**E. Parent's Other Information to Be Verified**

**Verification of SNAP (Food Stamps)**

- 1. Did one of the parent(s) in the household (listed in Section B) **Receive** SNAP (formerly known as food stamps) benefits in 2014 or 2015? If asked by the student's school, I will provide documentation of SNAP benefits during 2014 and/or 2015. Yes No

**Verification of Child Support Paid**

- 2. Did one of the parent(s) in the household **pay** Child Support in 2015 for a child(ren) who are NOT listed in the household in Section B? Yes No

If **YES**, complete the chart below. *If you need more space, attach a separate page that includes the student's name and Student ID Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

**F. Certification and Signature**

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

**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

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

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

***Submit this worksheet to:  
Financial Aid Office  
Martin University  
2186 North Sherman Drive  
Indianapolis, IN 46218***

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