

Student Name: _____ SSN: _____

C. Student Income Information to be Verified

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an **amended** 2015 IRS tax return, the student must contact the Financial Aid Office before completing this section.

Instructions: Complete this section if the student, **filed** a 2015 income tax return with the IRS.

Check one box that applies:

- The student **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA, and did not change the information. *The student’s school will use the IRS information that was transferred in the verification process.* IRS Data Retrieval Tool was used on _____
Date

- The student is **unable or chooses not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a signed paper copy of the student’s **2015 IRS tax return** or a **2015 IRS tax return transcript**. *To obtain an IRS tax return transcript, go to www.irs.gov and select “Get Transcript of Your Tax Records,” or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

2. TAX RETURN NONFILERS—Complete this section if the student will not file and is **not required** to file a 2015 income tax return with the IRS.

Check one box that applies:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form or Wage and Tax Statement is attached. Attach copies of all 2015 IRS W-2 forms or Wage and Tax Statements issued to the student by employer(s). Wage and Tax Statements are required for every student who earned income outside the U.S. *List every employer even if they did not issue an IRS W-2 form or Wage and Tax Statement. If more space is needed attach a separate page with the student’s name and Social Security number at the top.*

Employer Name	2015 Amount Earned	Form Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00	Yes

Student Name: _____ SSN: _____

D. Parent Income Information to be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

- TAX RETURN FILERS**—**Important Note:** If the student’s parent(s), filed or will file, an **amended** 2015 IRS tax return the student’s financial aid office must be contacted before completing this section.

Instructions: Complete this section if the student’s parent(s) **filed or will file** a 2015 income tax return with the IRS.

Check one box that applies:

- The student’s parent **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA, and did not change the information. *The student’s school will use the IRS information transferred into the student’s FAFSA to complete the verification process.*

IRS Data Retrieval Tool was used on _____
Date

- The parent is **unable or chooses not to** use the IRS Data Retrieval Tool, and the parent will submit to the student’s school a signed paper copy of the parent’s **2015 IRS tax return** or a copy of the parent’s **2015 IRS tax return transcript(s)**. *See instructions under the student’s section for how to order an IRS tax return transcript. If the parents are married, and separate 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.*

- TAX RETURN NONFILERS**—Complete this section if the student’s parent(s) will not file and **is not required** to file a 2015 income tax return with the IRS.

Check one box that applies:

- The parent(s) was not employed and had no income earned from work in 2015.
- The parent(s) was employed in 2015 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form or Wage and Tax Statement is attached. Attach copies of all 2015 IRS W-2 forms or Wage and Tax Statements issued to the parent(s) by employer(s). Wage and Tax Statements are required for every parent(s) who earned income outside the U.S. *List every employer even if they did not issue an IRS W-2 form or Wage and Tax Statement. If more space is needed attach a separate page with the student’s name and Social Security number at the top.*

Employer Name	2015 Amount Earned	Form Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00	Yes

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E. 2015 Expenses – If your family’s 2015 income was less than \$6,000, you must complete this section. If your expenses were shared or paid by someone else, calculate the amounts with his or her help. Zero (0) is not an acceptable answer.

Did you and/or your immediate family live with friends or other family members who provided room and board?

Yes No

What was the total of your family’s 2015 **monthly** expenses for rent/mortgage, food, and utilities? \$_____ per month.

What was the total of your family’s 2015 **monthly** expenses for transportation (include car payment), medical, insurance, personal, and entertainment? \$_____ per month.

Please check if you (or your family) receives subsidized housing TANF social security benefits

F. Certification and Signature

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

The student and one parent must sign and date.

Student Signature

Date

Father/Mother/Stepparent

Father/Mother/Stepparent

Date

G. Complete and return this form with appropriate documentation within three weeks of receipt of this notice so that we can continue to process your file. Failure to do so will delay processing of your financial aid application.

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