

C. Income Verification

Complete this section if you and/or your parents filed a 2015 income tax return with the IRS. As part of verification, the Financial Aid Office is required to collect your official tax data, either through the FAFSA IRS Data Retrieval Tool (DRT) or via an IRS Tax Return Transcript. A copy of your Tax Return (1040, 1040A, or 1040EZ) is *not* acceptable for verification purposes. You must complete one of the steps outlined in the chart below.

Additionally, **please attach a W2** (or equivalent form, such as an IRS 1099) for all income earned from work, even if you and/or your parents used the IRS Data Retrieval Tool or are attaching a Tax Return Transcript.

Student	Parent(s)
<input type="checkbox"/> I have successfully used the FAFSA’s IRS Data Retrieval Tool to load and submit my income information onto the FAFSA.	<input type="checkbox"/> I have successfully used the FAFSA’s IRS Data Retrieval Tool to load and submit my (and my spouse’s if applicable) income information onto the FAFSA.
<input type="checkbox"/> I have not yet, but will use the FAFSA’s DRT to transfer my income information onto the FAFSA (<i>please note verification cannot be completed until this information is received</i>)	<input type="checkbox"/> I have not yet, but will use the FAFSA’s DRT to transfer my (and my spouse’s if applicable) income information onto the FAFSA (<i>please note verification cannot be completed until this information is received</i>)
<input type="checkbox"/> I am unable or chose not to use the FAFSA’s DRT to transfer my income information. I have either attached a copy of my Tax Return Transcript here, or I will request a copy of a Tax Return Transcript to be mailed to me and will then forward it to my Financial Aid Office.	<input type="checkbox"/> I/we am/are unable or chose not to use the FAFSA’s DRT to transfer my income information. I have either attached a copy of my/our Tax Return Transcript here, or I will request a copy of a Tax Return Transcript to be mailed to me and will then forward it to my Financial Aid Office.
<input type="checkbox"/> I filed an Amended IRS Income Tax Return, I was Granted a Filing Extension by the IRS, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.	<input type="checkbox"/> I filed an Amended IRS Income Tax Return, I was Granted a Filing Extension by the IRS, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.
<input type="checkbox"/> I did not and am not required to file a 2015 Federal Tax Return and will complete Sections D and E below.	<input type="checkbox"/> I/we did not and am/are not required to file a 2015 Federal Tax Return and will complete sections D and E below.

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) on the FAFSA. If you or your parent(s) have not already used the tool, go to FAFSA.gov, log in to the 2016-17 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 DRT to transfer 2015 IRS income tax information into the FAFSA. After uploading tax data, **please be sure to submit the FAFSA**. For electronic Tax Filers, it takes up to **two weeks** for IRS information to be available for the DRT; for paper Tax Filers, up to **eight weeks**. If you have questions, please contact the Financial Aid Office.

Alternatively, you may request a 2015 Federal Tax Return Transcript directly from the IRS – not a photocopy of your tax return. To obtain an IRS tax return transcript, go to www.irs.gov and click on the “Order a Return or Account 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 the 2015 IRS tax return was filed). 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.

D. Tax Return Non Filers

Complete this section if you, the student and/or your parent(s) will not file and are not required to file a 2015 income tax return with the IRS, but earned income from work in 2015. More information about who is required to file can be found at www.IRS.gov. If you are required to file a return, but have not, you must file your return in order to be considered for Federal Student Aid. **You may skip this section if you and your parent both completed section C above.**

In the following table, please list all earnings from work during 2015 **and attach a W2 or 1099-MISC for each line item.** Your application cannot be considered complete until all earnings from work can be verified with a W2 or 1099-MISC.

Source of Income from Work in 2015	Student	Parent(s)	IRS W-2 or 1099 Attached?
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total Income from Work in 2016	\$	\$	—

E. Verification of Other Untaxed Income

Complete this section for you and your parent(s). **Please indicate “zero” or “N/A” if not applicable. DO NOT LEAVE ANY SECTION BLANK.**

- 1. Payments to tax-deferred pension and retirement savings** List any payment (direct or withheld from earnings) to tax deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d codes D, E, F, G, H, and S.

Name of Person (Student or Parent) Who Made the Payment	Total Amount Paid in 2015
	\$
	\$
	\$
	\$
	\$
	\$
Total Payments to Tax-deferred Pension and Retirement Savings	\$

- 2. Child Support Received** List the total amount of any child support received in 2015 for the children in your household. **Do not include:** foster care or adoption payments received or any amount that was court-ordered but not actually received.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Annual Amount of Child Support Received in 2015
		\$
		\$
		\$
		\$
		\$
		\$
Total Amount of Child Support Received in 2015		\$

3. Other Untaxed Income Please read the following categories of types of untaxed income that must be reported and the exclusions that apply and then list the totals of all applicable untaxed income received during 2015 in the chart below.

Please report for both student and parent(s), if applicable:

- Housing, food, and other living allowances paid to members of the military or clergy. *Do not include the value of on-base military housing or the value of a basic military allowance for housing.*
- Total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. *Do not include federal veterans educational benefits (e.g. Post 9/11 GI Bill, Montgomery GI Bill, Dependents Education Assistance Program or VEAP benefits).*
- Other untaxed income such as workers' compensation, disability benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Black Lung Benefits, Railroad Retirement Benefits, etc. *Do not include any items reported or excluded above. In addition, do not include extended foster care benefits, student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), in-kind support, Workforce Innovation and Opportunity Act (WIOA) educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.*
- Other untaxed income not reported and not excluded elsewhere on this form, including money received or paid on the family's behalf (e.g. a gift of cash, or the payment of bills). For example, if someone is paying rent, utility bills, etc., for the family or gives cash, gift cards, etc., include the amount of that person's contributions. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

Name of Person Who Received Untaxed Income	Source of Untaxed Income in 2015	Total Amount received in 2015
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Untaxed Income in 2015		\$

F. Statement on Meeting Living Expenses

If you and your parents did not list a source of income in Sections C-E, please attach a statement describing how you met your living expenses in 2015.

G. SNAP Verification

Complete this section if anyone in the parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.

Yes, one of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015.

H. Child Support Paid

If the parent, who is a member of the student’s household, paid child support in 2015, provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Age of Child for Whom Support Was Paid	Annual Amount of Child Support Paid in 2015
			\$
			\$
			\$
			\$
			\$
Total Amount of Child Support Paid			\$

I. Certification and Signature

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

Print Student’s Name

Print Parent’s Name

Student’s Signature

Date

Parent’s Signature

Date