

# 2016–2017 INDEPENDENT VERIFICATION WORKSHEET (V5)

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. U.S. Department of Education regulations state 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 Office at Antioch will compare your FAFSA with the information on this worksheet any other required documents. If there are differences, your FAFSA information may need to be corrected by the Financial Aid Office. You must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. After review, we may ask for additional information. If you have questions about verification, please contact the Financial Aid Office as soon as possible at your campus so that your financial aid will not be delayed.

You may attach additional pages as necessary to this form. If you do so, please be sure to include the Student’s Full Name and Student ID number on *each page attached*.

## A. Independent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	AU Student ID#
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. 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, 2016, through June 30, 2017, or if the child would be required to provide your 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 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, 2017.

Include the name of the college for any household member 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 your name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	28	<i>Spouse</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

### C. Income Verification

Complete this section if you, the student and/or your spouse 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.

<input type="checkbox"/> I have successfully used the FAFSA's IRS Data Retrieval Tool to load my (and my spouse's) income information onto the FAFSA and submitted the FAFSA transaction.
<input type="checkbox"/> I have not yet, but will use the FAFSA's Data Retrieval Tool ( <i>instructions below</i> ) to transfer my (and my spouse's) 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 Data Retrieval Tool 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 <b>Tax Return Transcript</b> to be mailed to me ( <i>instructions below</i> ) and will then forward it directly 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 did not and am not required to file a 2015 Federal Tax Return. I will complete the <b>Tax Return Non-Filer</b> section below.

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) on the FAFSA. If you have not already used the tool, go to [FAFSA.gov](http://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**.

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](http://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 spouse 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](http://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.

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	Spouse	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 spouse. **Please indicate “zero” if not applicable. DO NOT LEAVE BLANK.**

1. **If you did not have any source of work income in 2015, please attach a statement describing how you met your living expenses in 2015.**

2. **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 Spouse) Who Made the Payment	Annual Amount Paid in 2015
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Payments to Tax-deferred Pension and Retirement Savings	\$

**3. Child Support Paid**

If the student and/or spouse, 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			\$

**F. SNAP Verification**

Complete this section if anyone in the student’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.

**G. High School Completion Status**

Provide **ONE** of the following documents that indicate your high school completion status when you will begin college in 2016-2017:

- a. A copy of your high school diploma
- b. A copy of your final official high school transcript that shows the date when the diploma was awarded.
- c. A copy of your General Educational Development (GED) certificate or GED transcript.
- d. An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- e. If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by your parent or guardian, that lists the secondary school courses you completed and documents the successful completion of a secondary school education in a homeschool setting.

**If you are unable to obtain the documentation listed above, you must contact the Financial Aid Office.**

## **H. Identity and Statement of Educational Purpose Verification**

**The Student appearing in person must complete BOTH of the following:**

- Upon appearance, I will provide an original valid government issued photo identification, including but not limited to a driver's license, non-driver's license, military ID, or passport;

**AND**

- Upon appearance, I will sign a statement certifying the federal financial aid received will only be used for educational purposes to pay the cost of attending Antioch University for the 2016-2017 academic year.

**The Student unable to appear in person must submit BOTH of the following:**

- I will submit by mail, or have attached a copy of a valid government issued photo identification, including but not limited to a driver's license, non-driver's license, military ID, or passport;

**AND**

- I will submit by mail, (do not fax or email) or have attached, an **original notarized Statement of Educational Purpose** certifying the federal financial aid received will only be used for educational purposes to pay the cost of attending Antioch University for the 2016-2017 academic year.

## **I. 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.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Print Spouse's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date