



2015-2016 Untaxed Income Verification Form

Your 2015–2016 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, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact William Peace University as soon as possible so that your financial aid will not be delayed.

Section 1 - Student Information

Student's Last Name	Student's First Name	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
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

Section 2 – Household Size and Number in College

Dependent Student

List the people in your parents' household, including:

- Yourself and your parent(s) (including step-parent), even if you don't live with your parents. (if your parents are separated or divorced, list information for the parent from which you received more than half of your support)
- Your parents' other children, even if they don't live with your parent(s), if
 1. your parents provide more than half of their support from July 1, 2015 through June 30, 2016, or
 2. the children would be required to provide parental information when applying for federal student aid.
- Other people, **if** they now live with your parents **and** your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2015 through June 30, 2016.

Independent Student

List the people in your household, including:

- Yourself, and your spouse if you have one
- Your children, if you will provide more than half of their support from July 1, 2015 through June 30, 2016.
- 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 from July 1, 2015 through June 30, 2016.

Write the name, age, and relationship of all household members including yourself. If applicable, write the name of the college, university, or program for any family member, excluding your parent(s), who will be attending at least half-time between July 1, 2015 and June 30, 2016, and will be enrolled in a degree, diploma, or certificate program. Attach a separate page if you need more space.

First and Last Name	Age	Relationship	College, University, or Program

Section 3 – Child Support Paid

Did you, spouse or your parents if you are a dependent student, pay child support in 2014? Yes No
 If yes, please provide the following information (if more information is needed, please attach another sheet of paper):

Person who paid child support	Person who received child support	Child for whom child support was received	Total amount of child support paid in 2014

Section 4 – Child Support Received

Did you, spouse or your parents if you are a dependent student, receive child support in 2014? Yes No
 If yes, please provide the following information (if more information is needed, please attach another sheet of paper):

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Annual Amount of Support Received in 2014

Section 5 – Food Stamps (Supplemental Nutrition Assistance Program)

In 2013 or 2014, did you (student if independent), your parents (if dependent), or anyone in your parents' household receive Supplemental Nutrition Assistance Program (SNAP) benefits, previously called Food Stamps? Yes No
 If Yes, WPU may request documentation.

Section 6 – Tax Forms and Income Information

Tax-filers – all tax filers must provide an official 2014 tax transcript from the IRS. These tax transcripts can be requested online at www.irs.gov or by calling (800) 908-9946. **Please note that tax transcripts are not the same as copies of tax returns. Please contact the Office of Financial Aid if a tax transcript is not available.**

- Student** has used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.
- Student** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.
- Student** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2014 IRS Tax Return Transcript**.
- Spouse** has used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.
- Spouse** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.
- Spouse** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2014 IRS Tax Return Transcript**.
- Parent 1** has used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.
- Parent 1** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.
- Parent 1** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2014 IRS Tax Return Transcript**.
- Parent 2** has used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.
- Parent 2** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.
- Parent 2** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2014 IRS Tax Return Transcript**.

Non-tax-filers - The instructions and certifications below apply to the student, spouse, or parent(s). Complete this section if the student, spouse, or parent(s) will not file and are not required to file a 2014 income tax return with the IRS.

Check the box that applies:

- Student** was not employed and had no income earned from work in 2014.
- Spouse** was not employed and had no income earned from work in 2014
- Parent 1** was not employed and had no income earned from work in 2014.
- Parent 2** was not employed and had no income earned from work in 2014.
- Student** was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014 employer in 2014, and whether an IRS W-2 form is provided. (Provide copies if all 2014 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- Spouse** was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014 employer in 2014, and whether an IRS W-2 form is provided. (Provide copies if all 2014 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- Parent 1** was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014 employer in 2014, and whether an IRS W-2 form is provided. (Provide copies if all 2014 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- Parent 2** was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014 employer in 2014, and whether an IRS W-2 form is provided. (Provide copies if all 2014 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

Employer’s Name	Annual Amount Earned in 2014	IRS W-2 Provided?
<i>ABC’s Auto Body Shop (example)</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work	\$	

Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2014 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2014;
- A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2014; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2014 and, if self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2014.

Untaxed Income

Both tax filers and non-tax filers must list any untaxed income received in 2014. Be sure to enter zeros if no funds were received. **Failure to complete this section will delay the processing if your financial aid.**

Student and/or Spouse		Parent(s) (including step-parent(s))
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including but not limited to, amounts reported on W-2 Form Box 12a-12d codes D, E, F, G, H, and S.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh, and other qualified plans from IRS Form 1040 – line 28 + line 32 or 1040A – line 17.	\$
\$	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040 – line (15a minus 15b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here. If entering a figure, please include a copy of the 1099R.	\$

Section 7 – Housing, food, and other living allowances paid to members of the military, clergy, and others

Include cash payments and/or the cash value of benefits received. **Do not include** the value of on-base housing or the value of basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2014

Section 8 – Veterans Non-Education Benefits

List the total amount of veterans non-education benefits received in 2014. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. **Do not include** federal veteran’s educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 Bill.

Name of Recipient	Type of Veterans Non-Educational Benefit	Amount of Received Benefit in 2013

Section 9 – Other Untaxed Income

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc. **Do not include** any items reported or excluded in sections 3-7. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA), educational benefits, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2014

Section 10 – Money Received or Paid on the Student's Behalf

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2014. Include support from a parent whose information was not reported on the student's 2015-2016 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student's parent whose information is reported on the student's 2015-2016 FAFSA**. 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.

Purpose: e.g., Cash, Rent, Books	Amount Received in 2014	Source

Additional Information:

So that we can fully understand the student's family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veteran's education benefits, military housing, SNAP, TANF, or in kind support (student or parent received free room and board in 2014).

If more space is needed, provide a separate page with student's name and ID number at the top of the page.

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2014

Signature(s) Required

By signing this worksheet, I (we) certify that all of the information reported on this worksheet is complete and accurate. If dependent, at least one parent must sign. **Warning: if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature

Date

Parent Signature (dependent students only)

Date

If both parents are non-tax filers, then you are required to have both parents sign this document.

Parent Signature (dependent students only)

Date

* The financial aid office will notify you if there is additional documentation needed or any other questions to be answered. After verification is complete, you will be notified about the amount of financial aid you are eligible to receive.

**Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the Office of Financial Aid at WPU.**

**William Peace University
Office of Financial Aid
15 East Peace Street
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Phone: 919-508-2214
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