

PLEASE RESPOND WITHIN 10 DAYS OF THIS REQUEST

# QUALITY ASSURANCE VERIFICATION

2015 - 2016

Your 2015 - 2016 Free Application for Federal Student Aid (FAFSA) was randomly selected for review in a process called "Quality Assurance" verification. Information from your FAFSA will be compared to your (and if married, your spouse's) 2014 tax return information, and/or with other financial documents. The law states we have the right to ask you for this information before awarding Federal aid. If there are differences between your FAFSA information and your financial documents, you may need to send in corrections electronically or by using your Student Aid Report (SAR), or our office may send corrections electronically.

## CHECKLIST (Please keep this page for your records)

This checklist is to assist you with the "Quality Assurance" verification process and in the submittal of the required documentation. *After these documents are initially reviewed, further documentation may be required.*

**STEP 1** Check off each item below that is listed as a verification requirement on your PAWS account.

- Quality Assurance Verification Form (dependent)
- Student should use the IRS Data Retrieval Tool to import federal tax information into the FAFSA.

Electronic Tax Filers	Data will be available within 2 weeks of filing
Paper Tax Filers	Data will be available within 6 - 8 weeks of filing
- Parent should use the IRS Data Retrieval Tool to import federal tax information into the FAFSA.

Electronic Tax Filers	Data will be available within 2 weeks of filing
Paper Tax Filers	Data will be available within 6 - 8 weeks of filing
- Parent's Low Income Verification Worksheet
- Other: \_\_\_\_\_

**STEP 2** Read all forms in their entirety and complete as directed. For all forms:

1. Do **NOT** leave any blanks. (If the answer is Zero, write \$0)
2. All forms must have required signatures.
3. Incomplete forms will be returned.

**STEP 3** **BEFORE** submitting forms:

1. Panther ID Number must be on all documents.
2. Retain copies of all documents to be submitted for your record. The office cannot return documents or provide copies at a later date.

**STEP 4** Submit **ALL** required documents checked on **STEP 1** together to the Office of Student Financial Aid via fax, mail, or in person at the Enrollment Services Center.

Panther ID Number							

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## QUALITY ASSURANCE VERIFICATION WORKSHEET

DEPENDENT STUDENT

Student's Last Name	First	MI	Date of Birth									
					-			-		1	9	
Phone Number												
Home (    ) (    ) (    )						Cell (    ) (    ) (    )						
Address												
Street										Apt/Suite No.		
City				State					Zip Code			

## TAX FORMS AND INCOME INFORMATION

*This section must be completed by: Student and Parent(s)*

STUDENT INCOME INFORMATION	
<input type="checkbox"/>	Check here if you used the IRS Data Retrieval Tool to import your tax information into your FAFSA.
<input type="checkbox"/>	Check here if you were not eligible to use the IRS Data Retrieval Tool. You must request a tax return transcript from the Internal Revenue Service at 1 – 800 – 908 – 9946 or <a href="http://www.irs.gov">www.irs.gov</a>
<input type="checkbox"/>	Check here if you were UNEMPLOYED for the entire year of 2014 and will not file a tax return.
<input type="checkbox"/>	Check here if you were employed in 2014, but will not file and are not required to file a U.S. income tax return.
	List Employer _____ Amount of Earnings _____
	List Employer _____ Amount of Earnings _____
PARENT'S INCOME INFORMATION	
<input type="checkbox"/>	Check here if you used the IRS Data Retrieval Tool to import your tax information into your FAFSA.
<input type="checkbox"/>	Check here if you were not eligible to use the IRS Data Retrieval Tool. You must request a tax return transcript from the Internal Revenue Service at 1 – 800 – 908 – 9946 or <a href="http://www.irs.gov">www.irs.gov</a>
<input type="checkbox"/>	Check here if you were UNEMPLOYED for the entire year of 2014 and will not file a tax return.
<input type="checkbox"/>	Check here if you were employed in 2014, but will not file and are not required to file a U.S. income tax return.
	List Employer _____ Amount of Earnings _____

<b>FEDERAL BENEFITS</b>	
<p>In 2013 or 2014, did you, your parents, or anyone in your parents' household receive benefits from any of the federal benefit programs listed? Mark all the programs that apply.</p>	<input type="checkbox"/> SNAP/Food Stamps <input type="checkbox"/> SSI <input type="checkbox"/> WIC <input type="checkbox"/> TANF <input type="checkbox"/> Free or Reduced Lunch

Panther ID Number							

As of the date you filed your FAFSA was either of your parents a dislocated worker? Circle one: YES NO

List the TOTAL yearly amount received in 2014. If the answer is zero, write \$0 in the space provided;

<i>Student</i>	<b>Additional Financial Information</b>	<i>Parent(s)</i>
\$ _____	Education credits (Hope and lifetime learning tax credits) from IRS form 1040 – line 50 or 1040A – line 33.	\$ _____
\$ _____	Child support you <u>paid</u> because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household. List name and age of child support paid	\$ _____
\$ _____	<b>Tax filers only:</b> Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$ _____
\$ _____	<b>Tax filers only:</b> Student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$ _____
\$ _____	<b>Military only:</b> Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. <b>Do not</b> enter untaxed combat pay reported on the W-2 in Box 12, Code Q.	\$ _____
<i>Student</i>	<b>Untaxed Income</b>	<i>Parent(s)</i>
\$ _____	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a -12d, codes D, E, F, G, H, and S. Do not report code DD. *If parents filed separately report combined amounts.*	\$ _____
\$ _____	Child support you <u>received</u> for all children. Don't include foster care or adoption payments.	\$ _____
\$ _____	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). <b>Do not include</b> value of on-base housing or value of a basic military allowance for housing.	\$ _____
\$ _____	Veterans' non-educational benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$ _____
\$ _____	Other untaxed income not reported, such as workers' compensation, disability, etc. <b>Include Health savings account deductions (line 25 on IRS form 1040). Do not include:</b> student aid, earned income credit, child tax credit, welfare payments, Social Security benefits, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$ _____
\$ _____	Money <u>received</u> , or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$ XXXXXXXXX

## SIGN THIS WORKSHEET

I certify that all the information provided on this form is complete and correct. By signing this form, permission is given to the Office of Student Financial Aid to make corrections electronically to your application if there are differences between your application and your submitted documentation.

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Parent signature Date

**WARNING**  
 Purposely giving false or misleading information may result in a fine, jail sentence or both.