



### 2015-2016 Dependent Student Verification Form

Your 2015-2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states 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 us as soon as possible so that your financial aid will not be delayed.

**A. Student's 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

**B. Number of Household Members and Number in College**

Number of household members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) **even if the student doesn't live with the parents.**
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015-2016. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

Number in college: Include below information for you, the student, and any sibling(s) in your household who will be enrolled at least half-time in a degree, diploma or certificate program at an eligible postsecondary educational institution any time between July 1, 2015, and June 30, 2016. Include the name of the college. Also, include your parents.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>University of Pikeville</i>	

*Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.*

**C. Verification of 2014 Income Information for Student Tax Filers**

**Important Note:** The instructions below apply to the student. Notify the financial aid office if the student had a change in marital status after December 31, 2014.

**Instructions:** Complete this section if the student filed or will file a 2014 IRS income tax return(s). *The best way to verify income is by using the \*IRS Data Retrieval Tool (IRS DRT) that is part of "FAFSA on the Web" at [FAFSA.gov](http://FAFSA.gov).*

**Check the box that applies:**

- The student has used the IRS DRT in "FAFSA on the Web" to transfer 2014 IRS income tax return information into the student's FAFSA. **We will need copies of all W-2 forms used in filing your tax return.**
- The 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. **We will need copies of all W2 forms used in the filing of your tax return.**
- The student is unable or chooses not to use the IRS DRT in "FAFSA on the Web," and instead will provide the university 2014 IRS Tax Return Transcript(s). **We will need copies of all W-2 forms used in the filing of your tax return.**

A 2014 IRS Tax Return Transcript may be obtained:

- **Online Request** - Go to [www.irs.gov](http://www.irs.gov). Under the "Tools" heading on the IRS homepage click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."
- **IRS2Go App** - Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>  
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- **Telephone Request** - 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

\* In most cases, for electronic tax return filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8-11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- \_\_\_ Check here if **2014 IRS Tax Return Transcript(s)** is provided.
- \_\_\_ Check here if **2014 IRS Tax Return Transcript(s)** will be provided later.

**Verification of 2014 Income Information for Student Nontax Filers**

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2014 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2014.
- The student was employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. [Provide copies of all 2014 IRS W-2 forms issued by 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.

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>

**Note:** We may require you to provide documentation (i.e. W-2 forms) from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

**D. Verification of 2014 Income Information for Parent Tax Filers**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2014 or had a change in marital status after December 31, 2014.

**Instructions:** Complete this section if the parents filed or will file a 2014 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of “FAFSA on the Web” at [FAFSA.gov](http://FAFSA.gov).*

**Check the box that applies:**

- The parents have used the IRS DRT in “FAFSA on the Web” to transfer 2014 IRS income tax return information into the student’s FAFSA. **We will need copies of ALL W-2 forms used in filing your tax return.**
- The parents have 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. **We will need copies of all W-2 forms used in the filing of your tax return.**
- The parents are unable or choose not to use the IRS DRT in “FAFSA on the Web,” and instead will provide the university 2014 IRS Tax Return Transcript(s). **We will need copies of all W-2 forms used in the filing of your tax return.**

A **2014 IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to [www.irs.gov](http://www.irs.gov). Under the “Tools” heading on the IRS homepage click “Get Transcript of Your Tax Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- IRS2Go App -  
Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>  
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8-11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2014 IRS income tax returns, **2014 IRS Tax Return Transcripts** must be provided for each.

- \_\_\_ Check here if **2014 IRS Tax Return Transcript(s)** is provided.
- \_\_\_ Check here if **2014 IRS Tax Return Transcript(s)** will be provided later.

**Verification of 2014 Income Information for Parent Nontax Filers**

The instructions and certifications below apply to each parent included in the household. Complete this section if parents will not file and are not required to file a 2014 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed and neither had income earned from work in 2014.
- One or both parents were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. Provide copies of all 2014 IRS W-2 forms issued to the parents 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.

**V1 Dependent**

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	\$	

**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.

**E. Receipt of SNAP Benefits**

The parents certify that \_\_\_\_\_, a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2013 or 2014. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The parents' household includes:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015-2016. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2016.

**Note:** If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2013 or 2014.

**F. Child Support Paid**

If one or both of the parents included in the household and/or the student paid child support in 2014, 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 paid in 2014 for each child. If more space is needed, provide a separate page that includes the student's name and ID number at the top.

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 2014
Total amount of child support paid			\$

**Note:** If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts or similar records of electronic payments having been made.

## G. Verification of 2014 Income Information for Individuals with Unusual Circumstances

### **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.

### **Individuals Who Filed an Amended IRS Income Tax Return**

If an individual filed an amended IRS income tax return for tax year 2014, provide both of the following:

- A signed copy of the original 2014 IRS income tax return that was filed with the IRS or a **2014 IRS Tax Return Transcript**; and
- A signed copy of the 2014 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

### **Individuals Who Were Victims of Tax Administration Identity Theft**

- A victim of tax administration identity theft who is not able to obtain a **2014 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer’s identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer’s 2014 IRS income tax return information.

### **Individuals Who Filed Non-IRS Income Tax Returns**

- An individual filed or will file a 2014 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide:
  - A signed copy of 2014 income tax return(s); or
  - A transcript obtained from a government of a U.S. territory or commonwealth or a foreign central government that includes all of the tax filer’s income and tax information required to be verified for tax year 2014.

**H. Certifications and Signatures**

Each person signing below certifies all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information you may be fined, sent to prison or both.**

\_\_\_\_\_

Print Student's Name

\_\_\_\_\_

Student's ID Number

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's Signature

\_\_\_\_\_

Date

**Note: All applicable signatures must be on this form for verification to be complete. Your financial aid will not be applied to your account until the verification process is complete.**

**Do not mail this worksheet to the U.S. Department of Education.**

**You may submit the verification and requested forms to:**

**University of Pikeville  
Office of Financial Aid  
147 Sycamore Street  
Pikeville, KY 41501**

**Fax: 606-218-5256**

**Please make sure the student's ID# appears on every page.**

**For assistance, please call 606-218-5254 and a financial aid representative will assist you.**

**You should make a copy of this form for your records.**