

# LAMAR INSTITUTE OF TECHNOLOGY FINANCIAL AID

## 2015–2016      V1 Independent      Standard Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called VERIFICATION. The law says that we may ask you to confirm the information you and/or your spouse reported on your FAFSA. To verify that you provided correct information, the financial aid office at your school will compare your FAFSA to information on this worksheet and any required documents. If CORRECTIONS should be necessary, your FINANCIAL AID OFFICE will submit them via the Federal F.A.A. authorized site. **DO NOT MAKE CHANGES TO YOUR FAFSA ONCE THE VERIFICATION PROCESS HAS BEGUN AT YOUR SCHOOL.**

You and/or spouse must complete and sign this worksheet, attach ALL REQUIRED DOCUMENTS, and submit the COMPLETED PACKET to the financial aid office. Your financial aid office may be required to ask for additional information based on data provided in your initial packet. Please comply timely if this becomes necessary. If you have questions about verification, contact your financial aid office as soon as possible so that your financial aid will not be delayed.

LIT ID: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Student Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

### Section A: Family Information

List below the people in the student's household. You must include:

- Yourself, as the student applicant.
- Your spouse if you are/were legally married at the time the FAFSA was completed.
- You and/or spouse's children IF you/spouse will provide more than ½ their support from July 1, 2015-June 30, 2016.
  - Even if the children do not live in your household.
  - DO NOT include children who will be listed in Section D (Child Support Paid).
  - DO NOT include children that would qualify as INDEPENDENT students if they completed a FAFSA.
- Other people if they **now** live with you, and you/spouse **provide more than half** of their support and will continue to do so through June 30, 2016.

**Also:** For any household member listed below who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time between July 1, 2015 and June 30, 2016, please provide the College Name and a copy of their college schedule.

Full Name of Qualified Family Member	Age	Relationship To Student	College to be attended by family member	Enrolling ½ time or more	Schedule Attached
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>	<i>Yes</i>
		<i>Self</i>			<i>n/a</i>

**Important Notice:** If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both. Work with your Financial Aid Office to complete the Verification process timely and accurately. This will help you prevent delays, and avoid loss of eligibility or future penalties.

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**Section B: Income Information**

The best way to populate the income sections of your FAFSA and to complete the verification of income information is to have used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation will be needed to verify 2014 IRS income tax return information if all data completely and correctly transferred into the student's FAFSA and IF that information has not been changed.

**Student Tax Filers:**

Complete this section if the student/spouse has filed a 2014 IRS income tax return(s).

Check the box that applies:

- The student/spouse **has used** the IRS DRT to transfer 2014 tax information to the 2015-2016 FAFSA.
- The student/spouse is **unable or chooses not to** use the IRS DRT to populate FAFSA on the Web

Attach the following:

- 2014 IRS Tax Return Transcript** for yourself and/or your spouse if legally married
- 2014 Wage & Income Transcript** for yourself and/or your spouse if legally married
- Statement of total 2014 earnings** from EACH employer not issuing W-2 forms

Please note: Per federal regulations, a photocopy of your 1040 tax form is NOT acceptable documentation.

**Student Non-Filers:**

- The student was not employed and had **ZERO INCOME** earned from work in 2014.
  - The spouse was not employed and had **ZERO INCOME** earned from work in 2014.
- The student **WAS EMPLOYED** and received taxed or untaxed income earned from work in 2014.
  - The spouse **WAS EMPLOYED** and received taxed or untaxed income earned from work in 2014.
    - Complete the following table listing all employers, total earnings and W-2 status

Attach the following:

- 2014 IRS Tax Return Transcript or "Statement of Non-filing"**
- 2014 IRS Wage & Income Transcript**
- Statement of total 2014 earnings** from EACH employer not issuing W-2 forms

Employer's Name	2014 Earnings	W-2 Issued	Attached
<i>Suzy's Auto Body Shop (example)</i>	\$\$\$\$\$.\$\$	<i>Yes</i>	✓

- Incomplete Verification Data will not be accepted** by the school. Verification cannot be completed until the required IRS documents and any additional necessary paperwork has been submitted your school.

**Important Notice:** If we have reason to believe that the information regarding income data from the 2014 base-year is inaccurate, or if you have reported an unusually low income for your household size, we may require additional documentation. You may be required to submit IRS Tax Return Transcripts and Wage & Income Transcripts even though you utilized the IRS DRT to populate your FAFSA.

**How to order 2014 Tax Return Transcripts (not ACCOUNT transcript) and Wage & Income Transcripts**

- Online at [www.irs.gov](http://www.irs.gov)
  - Click "Get Transcript of Your Tax Records" → Click "Get Transcript ONLINE"
  - Provide data to set up an account with IRS → Click "Higher Ed / Student Aid"
  - Select "Return Transcript" for 2014 → Repeat for "Wage & Income Transcript"
- Call IRS at 1-800-908-9946 → Request "2014 Tax Return Transcript"
- Mail/FAX Form 4506T-EZ
  - Available on the IRS website. → Download / Print / Complete /Submit
  - Request "Tax Return Transcript" → Request "Wage & Income Transcript"

**Section C: S.N.A.P. Benefits**

Provide information about benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly Food Stamps), received into the student's household at any time during the 2013 and/or 2014 calendar years.

**Certification:**

INITIAL below to certify accuracy of information about SNAP benefits that may have been received in the household.

\_\_\_\_\_ As the student aid applicant, I certify that one/more persons in the household **DID** receive SNAP benefits in 2013 or 2014.

\_\_\_\_\_ As the student aid applicant, I certify that **NO PERSON** residing in my household receive SNAP benefits in 2013 or 2014.

\_\_\_\_\_ If asked by the Financial Aid Office, I will provide documentation of the SNAP benefits received.

Recipient of SNAP Benefits	Year Received	Amount of Benefits	Status (Active/Cancelled)
Marty Jones(example)	2014	\$\$\$\$.\$\$	Active

**Important Notice:** 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 benefits in 2013 and/or 2014.

**Section D: Child Support Paid**

Provide information about any Child Support **PAID** by the student or spouse during the 2014 calendar year.

**Certification:**

INITIAL below to certify accuracy of information about Child Support PAID out of the household in 2014.

\_\_\_\_\_ As the student aid applicant, I certify that I **DID / DID NOT** pay out child support in 2014.  
(Please Circle One)

\_\_\_\_\_ As the student's spouse, I certify that I **DID / DID NOT** pay out child support in 2014.  
(Please Circle One)

\_\_\_\_\_ If asked by the Financial Aid Office, I will provide documentation of Child Support **PAID** in 2014.

Person Who PAID Support	Recipient of Support	Child Named in Case	Amount Paid
Marty Jones(example)	Suzy Smith	Kristy Jones	\$\$\$\$.\$\$

**Important Notice:** If we have reason to believe that the information regarding Child Support paid is not accurate we may require copies of legal documents and/or child support registers.

Each person signing this worksheet certifies that all of the information reported on it is complete and correct, and that any/all documentation required for consideration will be provided to assist the LIT Financial Aid Office with determination of eligibility. The student and/or spouse must sign and date.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date