

DELAWARE VALLEY UNIVERSITY

2016–2017 Verification Worksheet Independent Student – V1

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for verification, a process in which the Financial Aid Office must obtain documentation to ensure accuracy of the information you submitted on your FAFSA. Information on the FAFSA will be compared with the required documents, including this worksheet. If there are differences, your FAFSA information may need to be electronically corrected. You (and, if married, your spouse) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office **within 25 days** of receipt of this form. The Financial Aid Office may ask for additional information. If you have questions about verification, contact your financial aid counselor as soon as possible so that your financial aid will not be delayed.

A. Independent Student's Information

Last Name	First Name	M.I.	Student ID#
Street Address (include apt. #)			Date of Birth
City	State	Zip Code	
() _____ Home Phone Number		() _____ Alternate or Cell Phone Number	
E-Mail Address: _____			

B. Number of Household Members and Number in College (Independent Student)

Number of Household Members: List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2016 through June 30, 2017, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2017.

Number in College: Include in the space below information about any household member who is, or 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, 2016, and June 30, 2017, include the name of the college.

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>	Delaware Valley University	
		<i>Spouse (if applicable)</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.

Student's Name: _____ DelVal ID#: _____

C. Independent Student's Income Information to Be Verified

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

1. STUDENT'S TAX FILING STATUS – Calendar Year 2015 Have you or will you be required to file a 2015 U.S. federal income tax return?

Check **ONE**:

- _____ **YES.** If the student and spouse filed separate 2015 IRS income tax returns provide **2015 IRS Tax Return Transcripts.** Continue to Step 2.
- _____ **NO,** the student and /or spouse were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student and spouse by their employers. List every employer even if the employer did not issue an IRS W-2 form.
- _____ **NO, The student and spouse were not employed and had no income earned from work in 2015.** Continue to Section D

2. STUDENT TAX FILERS ONLY: Complete this section if the student and spouse filed or will file a 2015 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.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 6-8 weeks after the 2015 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 **ONE**:

- I and/or my spouse **have used** the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into my FAFSA.
- I and/or my spouse **will use** the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into my FAFSA once my 2015 IRS income tax return has been filed.
- I and/or my spouse **did not** or **is unable to use** the IRS DRT in *FAFSA on the Web*, and instead have attached my **2015 IRS Tax Return Transcript**.
- I and/or my spouse **did not** or **is unable to use** the IRS DRT in *FAFSA on the Web*, and instead will provide my **2015 IRS Tax Return Transcript** once my 2015 IRS income tax return has been filed.

A **2015 IRS Tax Return Transcript** may be obtained through:

- **Online Request** – Go to <https://www.irs.gov/Individuals/Get-Transcript> and click “Get Transcript by MAIL” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript”.
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

If the student and spouse filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s)** must be provided for each.

3. STUDENT NONTAX FILERS ONLY – EARNINGS INFORMATION

Complete this section **only if the student and spouse will not file** and **are not required to file** a 2015 income tax return with the IRS.

Please submit to the Financial Aid Office copies of all 2015 W-2 and 1099 forms you received.
List every employer even if the employer did not issue on IRS W-2 Form.

Employer's Name	Annual Amount Earned in 2014	IRS W-2 Provided?
ABC Auto Body Shop (example)	\$4,500.00	Yes
Total Amount of Income Earned from Work	\$	

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

Student's Name: _____ DeVal ID#: _____

D. 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.

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 2015
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.

E. Receipt of SNAP Benefits

The student certifies that _____, a member of the student's household, received benefits from the Supplemental Nutrition Assistance Program (SNAP), sometime during 2014 or 2015. 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 student's household includes:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the child's support from July 1, 2016 through June 30, 2017, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2017.

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 2014 or 2015.

Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

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

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

**Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.**