

**The Department of Education has selected your FAFSA for review in a process called "Verification."** This process requires Roberts Wesleyan College (RWC) to compare information from your FAFSA with information collected on and attached to this worksheet. **The law requires us to receive this information before disbursing Federal aid.** Any differences between your FAFSA and the documentation requested could result in changes made to your FAFSA by Roberts Wesleyan College and/or your aid eligibility. Failure to complete the verification process in a timely manner may result in the loss of financial aid eligibility. This review must be conducted under the U.S. Department of Education financial aid regulation 34CFR, Part 668.

Student Last Name	First Name	M.I.	Email address
Home Address			Cell Phone number (include area code)
(IF DEPENDENT, Provide Parental Contact Information: Name and Daytime Phone or email address			Home Phone number (include area code)

**DEPENDENCY STATUS** Identify which dependency status you were considered when filing your FAFSA.

- Dependent** (If you were required to provide parental information on your FAFSA even if you do not live with your parent.)
- Independent**

**HOUSEHOLD SIZE/NUMBER IN COLLEGE** Provide the names of **ALL people in your household** for the 2016-2017 academic year (July 1, 2016 through June 30, 2017). Use the criteria below to determine who is to be considered as part of the household. **Also include information for all household members (other than a parent) who will attend a federally eligible educational institution** at least half time during the 2016-2017 academic year.

**Dependent Students** INCLUDE: yourself and your parents, or your parent and stepparent (based on their marital status).

Also your parents other children IF the parents will provide more than half of the children's support or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-2017.

Also other people if they now live with the parents, 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, 2017. *\*Additional documentation may be required.*

**Independent Students** INCLUDE: yourself and your spouse (if married)

Also yours or your spouse's children if you or your spouse will provide more than half of the children's support.

Also other people if they now live with you and you provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2017. *\*Additional documentation may be required.*

Household Member Full Name	Age	Relationship	College	Enrolled at least half time?	
STUDENT NAME:		SELF	ROBERTS WESLEYAN COLLEGE	YES	NO
SPOUSE OR PARENT/STEPPARENT NAME:				YES	NO
2nd PARENT/STEPPARENT or OTHER NAME :				YES	NO
OTHER HOUSEHOLD MEMBERS:				YES	NO
				YES	NO
				YES	NO

*\*Students who have a **parent attending college** at least half time in a degree seeking program at a federally eligible post secondary college or institution should contact the RWC Office of Financial Aid to determine whether reconsideration of the student's federal aid should be requested.*

**ADDITIONAL INFORMATION.** The following items must be verified if reported on the 2016-2017 FAFSA. (Check if applicable)

**SNAP BENEFITS-** The student/ parents certify that \_\_\_\_\_, a member of the household, received benefits from the

- Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2014 or 2015. *note: Evidence of receipt of SNAP Benefits is not required unless you are specifically instructed to provide documentation.*

- CHILD SUPPORT PAID-** Complete the information below if the student, spouse, or parent in the household, reported child support paid.

Person who Paid Support	Person to Whom CS was paid	Name & Age of Child for whom support was Paid	Amount of CS Pd in 2015

**VERIFICATION OF 2015 INCOME INFORMATION .** *If the student, spouse, and/or parent filed a 2015 IRS Income Tax return:*

- use the **IRS Data Retrieval Tool (IRS DRT) on the students FAFSA.** *If successfully transferred and not changed, no further documentation is needed.*
- *If you are unable to use the Data Retrieval Tool, obtain your 2015 IRS Tax Return Transcript online at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript).*
- *Tax Filing must be in compliance with all federal IRS regulations.*

**-Check the appropriate box for the student, spouse (if married) and/or each parent included in the household. DO NOT LEAVE BLANK.** *Note: We cannot accept copies of tax returns in lieu of the required tax transcript.*

STUDENT	PARENTS or SPOUSE	Tax Filing Status
		-was not employed, had no income earned from work in 2015, and is not required to file an IRS 2015 income tax return.
		-was employed in 2015 but will not and is not required to file a 2015 income tax return with the IRS. Provide the requested information for each employer and <b>attach ALL 2015 IRS W-2 forms</b> , if issued one by the employer: Employers Name _____ 2015 Amount Earned \$ _____ W-2 received? y n Employers Name _____ 2015 Amount Earned \$ _____ W-2 received? y n
		- have used the IRS Data Retrieval Tool to transfer 2015 IRS Income Tax return information into the student's FAFSA.
		-have not yet used the IRS Data Retrieval Tool, but will try to transfer 2015 IRS income Tax return information into the student's FAFSA once the 2015 IRS income Tax return has been filed.
		-are unable or choose not to use the IRS Data Retrieval Tool, and instead will provide the school a <b>2015 IRS TAX RETURN TRANSCRIPT.</b> Note: If the parents reported in the household filed separate 2015 IRS income tax returns, 2015 Tax Return Transcripts must be provided for both. CHECK ONE: _____ The 2015 IRS Tax Return Transcript is attached. _____ The 2015 IRS Tax Return Transcript will be provided.

*Notify the RWC College of Financial Aid if you and your spouse (if married), or your parents filed separate IRS Income Tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.*

**Income information for Individuals with Unusual Circumstances (check if one applies to you):**

- \_\_\_\_\_ Individual **granted a filing extension** by the IRS and required to file a 2015 IRS income tax return. Provide all of the following:
  - a copy of IRS Form 4868 "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return" that was filed for tax year 2015
  - a copy of the IRS's approval of an extension beyond the automatic six-month extension (if additional extension was requested) for tax year 2015
  - a copy of IRS form W-2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individuals Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.
  - additional information may be requested if there is insufficient data to complete verification.
- \_\_\_\_\_ Individual filed an **amended IRS income tax return** for tax year 2015. Provide both of the following:
  - an IRS Tax Return Transcript that includes information from the original tax return OR any other IRS tax transcript that includes all income and tax information from the original tax return required for verification; and
  - a signed copy of the 2015 IRS Form 1040X "Amended U.S. Individual Income Tax Return" that was filed with the IRS.
- \_\_\_\_\_ A victim of **IRS Tax-Related identity theft** who is not able to use the IRS DRT. Provide the following:
  - an IRS Tax Return Transcript or, if not obtainable, request a Tax Return DataBase View (TRDBV) from the IRS at 800-908-4490 **and**
  - a signed and dated statement from the tax filer indicating that you were a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft..
- \_\_\_\_\_ Individual who filed or will file a **2015 Non-IRS Income Tax Return** must provide an IRS (or the relevant taxing authority) transcript from the U.S. Territory, U.S. commonwealth, or foreign central government. Contact us for further instructions if you are unable to obtain the transcript at no cost to the tax filer..

**Certification and Signature (REQUIRED)**

Each person signing below certifies that 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 on this worksheet, you may be fined, be sentenced to jail, or both.*

Student (Required) \_\_\_\_\_ Date \_\_\_\_\_

Parent (Required for Dependent Students only) \_\_\_\_\_ Date \_\_\_\_\_

If you or your parents have had a significant change in household income since filing your FAFSA, you may request reconsideration of your federal aid through an appeal process called "Professional Judgment". Contact the Roberts Wesleyan College Office of Financial Aid for more information.

Return this completed and signed worksheet to:

Roberts Wesleyan College Office of Financial Aid 2301 Westside Drive Rochester, NY 14624  
E-mail: [finaid@roberts.edu](mailto:finaid@roberts.edu), Fax: (585)594-6036, Phone: (585)594-6150.