



**Section B: Income Information for 2015 Calendar Year** (January 1, 2015 through December 31, 2015)

**Student's Income (Both Dependent and Independent status.)**

✓	<b>Check only one of the boxes below and ...</b>	<b>... submit the following:</b>
<input type="checkbox"/>	I filed or will file a 2015 Federal Income Tax Return ...	All pages of the 2015 IRS Tax Return Transcript ★
<input type="checkbox"/>	I worked but am <b>not</b> required to file AND have not/will not file a 2015 Federal Income Tax Return(s) ...	2015 W-2 Form or other annual earnings statement from your employer(s)
<input type="checkbox"/>	I did not work and will not file a 2015 Federal Income Tax Return.	<i>No documents required.</i>
<input type="checkbox"/>	I corrected my 2015 Federal Income Tax Return using an Amended Return (Form 1040X) ...	1. A <b>signed</b> copy of the Form 1040X filed with the IRS, <b>AND</b> 2. A 2015 IRS <b>Tax Return Transcript (★)</b> .

(★ See instructions for obtaining Tax Return Transcripts on page 3)

**Parent's Income (Dependent status) ... or Spouse's Income, if you're married (Independent status).**

✓	<b>Check only one of the boxes below and ...</b>	<b>... submit the following:</b>
<input type="checkbox"/>	I (we) filed or will file a 2015 Federal Income Tax Return(s) ...	All pages of the 2015 IRS Tax Return Transcript (see page 3)
<input type="checkbox"/>	I (we) worked but am/are not required to file AND have not/will not file a 2015 Federal Income Tax Return(s) ...	2015 W-2 Form or other earnings statement from your employer(s)
<input type="checkbox"/>	I (we) <b>did not</b> work and will not file a 2015 Federal Income Tax Return.	<i>No documents required.</i>
<input type="checkbox"/>	I (we) corrected my/our 2015 Federal Income Tax Return using an Amended Return (Form 1040X) ...	1. A <b>signed</b> copy of the Form 1040X filed with the IRS, <b>AND</b> 2. A 2015 IRS <b>Tax Return Transcript (see page 3)</b> .

(★ See instructions for obtaining Tax Return Transcripts on page 3)

**Section C: Additional Information – BOTH Dependent & Independent Status**

	No	Yes ★	READ CAREFULLY and answer as a Dependent or Independent student.
1	<input type="checkbox"/>	<input type="checkbox"/>	Did you, your spouse (if you're married), and/or a parent (if you're Dependent) receive <b>SNAP benefits (food stamps)</b> at any time during the <b>2014</b> and/or <b>2015</b> calendar year?
2	<input type="checkbox"/>	<input type="checkbox"/>	Did you, your spouse (if you're married), and/or a parent (if you're classified as Dependent) pay <b>child support</b> to another person during the 2015 calendar year? ★ <b>[IF Yes: attach to this worksheet a written explanation signed by you and/or your parent with: a] the total amount of child support paid during 2015, b) to whom this money was paid, c) the name(s) of the child/children for whom the money was paid, and d) the name of the person who paid the child support.]</b> ★
3a	<input type="checkbox"/>	<input type="checkbox"/>	<b>Independent</b> students: did you and your spouse (if you are married) have less than \$10,000 income in 2015? ★ <b>[IF YES, attach a written explanation signed by you to this worksheet as described below.]</b> ★
3b	<input type="checkbox"/>	<input type="checkbox"/>	<b>Dependent</b> students: did your parent(s) have less than \$10,000 income in 2015? ★ <b>[IF YES, attach a written explanation signed by your parent to this worksheet as described below.]</b> ★
<b>3a or 3b</b>	★ <b>If you answered YES to 3a or 3b above:</b> your <b>signed</b> written statement must explain how you/your family was/were financially supported. Include all <b>types</b> and <b>amounts</b> of taxable and untaxed income and benefits that were received from any family members or relatives <b>and</b> any support received from private, community, state, or other resources.		

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**Section D: Signatures (Certification)**

I (we) understand that the information provided on this FAFSA Verification Worksheet is complete and accurate. I (we) understand that **intentionally** providing false, inaccurate or misleading information can result in federal penalties.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse (only if student is married)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (only if student is classified as Dependent)

\_\_\_\_\_  
Date

This completed worksheet (**along with photocopies of any required documents**) should be mailed, brought, or faxed (660-543-8080) as soon as possible to the Office of Student Financial Services. (See top of first page of this form for address.)

*(Keep this page for your records.)*

## 2016/2017 FAFSA Verification Worksheet Detailed Instructions and Explanations



**All statements submitted to the Office of Student Financial Services must be signed.  
Include the student's name and UCM ID number on each statement.**

★ An **IRS Tax Return Transcript** is the **ONLY** document we can accept to verify tax return data and may be obtained free-of-charge using one of these methods:

- 1) On-line at **www.irs.gov/Individuals/Get-Transcript** (click on the 'Get by Mail' link) or
- 2) Complete and mail an IRS Form 4506-T, Request for Transcript of Tax Return. (Check the Return Transcript box on the form and mail to the address on the back of the form). Form 4506-T may be downloaded from this IRS web site: **www.irs.gov/pub/irs-pdf/f4506t.pdf**.
- 3) Order by phone: **1-800-908-9946**. You may try the IRS automated phone transcript service. The transcript is mailed to you within 5-10 calendar days.

**-OR-**

★ Rather than obtaining a Tax Return Transcript, you may instead re-submit your 2016/2017 FAFSA data at **www.fafsa.gov**, being sure to select the **IRS Data Retrieval Tool**. This option is best if you filed your federal tax return at least 2 weeks ago (on-line) or filed your tax return at least 6 weeks ago.

{ If you 1) utilized the **IRS Data Retrieval Tool** option AND 2) the data was transferred when you filed your FAFSA, you **DO NOT** need to submit an IRS Tax Return Transcript at this time. **HOWEVER**, you may later need to submit an IRS Tax Return Transcript if our office specifically requests it during the initial review of your FAFSA verification documents. }



*...that we **CANNOT** accept the following documents because they do not contain some or all of the information required to verify your 206/2017 FAFSA data:*

- Federal tax returns (Form 1040, 1040A, 1040EZ).
- Tax return worksheets provided by your tax preparer or tax preparation software
- Student or parent Federal Income Tax Information screen print from the IRS.gov website (through **www.fafsa.gov**)
- IRS Account Transcript or IRS Record of Account
- Federal summaries provided by tax preparers or tax preparation software

Required documents, which must be signed and dated, should be attached to this form. All materials should then be submitted to the Office of Student Financial Services:

<i>Mailing Address:</i> Office of Student Financial Services University of Central Missouri P.O. Box 800 Warrensburg, MO 64093-5178	<i>Hand carry to:</i> 1100 Ward Edwards Bldg. UCM Main Campus  <i>Fax:</i> 660-543-8080
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*Detailed information about the FAFSA Verification process may be found at:  
**www.ucmo.edu/sfs/other/1617FAFSAVerification.cfm.***