

## 2015–2016 Verification Worksheet

### Dependent Student- Tracking Group V-6

# D-V6

Your 2015-2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid (FSA), we are required to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.** We may ask for additional information. If you have questions about verification, please contact the JC financial aid office at 517.796.8410 as soon as possible so that your financial aid will not be delayed.

### STEP 1: Dependent 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

### STEP 2: Dependent Student’s Family Information

List below the people in your parent(s) household. Include:

- Yourself and your parent(s) (including a stepparent) **even if you don’t live with your parent(s)**.
- Your parent(s)’ other children if your parent(s) will provide more than half of their 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 they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

Include the name of the college for any household member, **excluding your parent(s)**, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2015, and June 30, 2016. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Continue to **STEP 3**

**STEP 3: Dependent Student's Income Information to Be Verified**

**1. TAX RETURN FILERS—Important Note:** If the student filed, or will file, an **amended** 2014 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, **filed or will file** a 2014 income tax return with the IRS. *The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of FAFSA on the Web. If the student has not already used the tool, go to **FAFSA.gov**, log in to the student's FAFSA record, select "**Make FAFSA Corrections**," and navigate to the **Financial Information** section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the **one (1)** box that applies:

- The student **has used** the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2014 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- The student **has not yet used** the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2014 IRS income information into the student's FAFSA once the student has filed a 2014 IRS tax return.
- The student is **unable or chooses not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2014 IRS tax return transcript—not a photocopy of the** Federal 1040 or 1040A/EZ tax return **A Tax Return Transcript can be obtained by:**
- **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
- Check here if the student's IRS tax return transcript is attached to this worksheet.*
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

**2. TAX RETURN NONFILERS**—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 **one (1)** box that applies:

- The student was not employed and had no income earned from work in 2014.
- The student was employed in 2014 and has listed below the names of all the student's employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Continue to **STEP 4**

**STEP 4: Parent’s Income Information to Be Verified** —**Note:** If two parents were reported in Step 2 of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS—Important Note:** If the student’s parent(s), filed or will file, an **amended** 2014 IRS tax return the student’s financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student’s parent(s) **filed or will file** a 2014 income tax return with the IRS. *The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of FAFSA on the Web. If the student’s parent(s) has not already used the tool, the parent and the student should go to **FAFSA.gov**, log in to the student’s FAFSA record, select “**Make FAFSA Corrections**,” and navigate to the **Financial Information** section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into the student’s FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student’s financial aid administrator.*

**Check the one (1) box that applies:**

- The student’s parent **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2014 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student’s school will use the IRS information transferred into the student’s FAFSA to complete the verification process.*
- The student’s parent **has not yet** used the IRS Data Retrieval Tool, but will use the tool to transfer 2014 IRS income information into the student’s FAFSA once the parent’s IRS tax return has been filed.
- The student’s parent is **unable or chooses not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2014 IRS tax return transcript—not a photocopy of the** Federal 1040 or 1040A/EZ tax return **A Tax Return Transcript can be obtained by:**
  - **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
- Check here if an IRS tax return transcript(s) is attached to this worksheet.*
- Check here if IRS tax return transcript(s) will be submitted to the student’s school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

**2. TAX RETURN NONFILERS**— Complete this section if the student’s parent(s) will not file and **is not required** to file a 2014 income tax return with the IRS.

**Check the one (1) box that applies:**

- The parent(s) was not employed and had no income earned from work in 2014.
- The parent(s) was employed in 2014 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.* If a tax return was filed please refer to question #1 above.

Employer’s Name	2014 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Continue to **STEP 5**

### STEP 5: Food Stamp Benefits – Calendar year 2014

Complete this section if someone in the student’s parent’s household received benefits from the **Supplemental Nutrition Assistance Program** or **SNAP** (formerly known as food stamps) any time during the 2014 calendar year.

**YES-** The parents certify that a member of the parents’ household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2014. Continue to **STEP 6**.

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 their 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

**NO** – Continue to **STEP 6**.

**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.

### STEP 6: Child Support PAID –Calendar year 2014

Complete this section if one of the student’s parents **paid child support** in 2014.

One (or both) of the student’s parents listed in Step 2 of this worksheet **paid child support in 2014**. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2014 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student’s name and Social Security Number at the top.* –Complete the box below and continue to **STEP 7**

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2014
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

**No** – Continue to **STEP 7**

**Note:** If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

**STEP 7: Parent Untaxed Income Explanation Form**

<b>1. PARENT LIVING EXPENSES</b>	<b>NO</b>	<b>YES</b>	If YES, enter the amount provided in 2013
In 2014, did your parents receive cash from someone to help pay their expenses? Did someone pay any bills for your parents? Expenses include food, rent, mortgage payment, utilities, car payment, car insurance, health insurance, credit card debt or any other expenses in 2014. Enter the appropriate answer in the boxes to the right and go to the next question.	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____ /Year

<b>2. UNTAXED INCOME</b> – Did your parents receive income from an employer or from any of the agencies listed below from <b>January 1 - December 31, 2014</b> ? If so, enter the amount received. Do <b>NOT</b> leave this section blank.	You must enter an amount. If not applicable, enter \$0.
Income from work – <b>not</b> reported on a W-2 form	\$ _____ /Year
Income from work – reported on a W-2 form; must submit W-2 form	\$ _____ /Year
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings)	\$ _____ /Year
Welfare benefits – Michigan Department of Human Services (DHS). Include child care and Temporary Assistance for Needy Families (TANF).	\$ _____ /Year
Child support/Spousal support/Alimony	\$ _____ /Year
Untaxed Social Security benefits/Supplemental Security Income (SSI) received by all household members	\$ _____ /Year
Food stamp benefits or Electronic Benefit Transfer (EBT). <b>Must</b> submit documentation from the Department of Human Services to confirm food stamps received in 2014	\$ _____ /Year
Subsidized housing – Section 8	\$ _____ /Year
Unemployment Compensation	\$ _____ /Year
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing.	\$ _____ /Year
Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. Do not include Montgomery GI Bill, Dependents Education Assistance Program, VEAP, Post 911 GI Bill.	\$ _____ /Year
Other untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings account, Railroad Retirement Benefits, etc.	\$ _____ /Year
Income received from a foreign country. This includes earnings or benefits. Amounts <b>must</b> be converted to U.S. dollars.	\$ _____ /Year
Other untaxed income including cash assistance:	\$ _____ /Year

**STEP 8: Certification and Signatures**

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date. **A parent's signature is required.**

\_\_\_\_\_

Student's Signature (**Required**)

\_\_\_\_\_

JC Student ID #

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's Signature (**Required**)

\_\_\_\_\_

Date

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