



2016 – 2017 Verification Worksheet
Dependent Student

For Financial Aid use only
Boca Davie Jupiter
001481 E00584 E00830

V1

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Per Federal Regulations, before receiving Federal Student Aid, you are required to confirm the information you and your parents reported on your FAFSA. If there are differences between your FAFSA and the documentation provided, FAU will make corrections to your FAFSA. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the complete packet to the FAU Office of Student Financial Aid. Additional information may be required. YOU MUST WRITE YOUR NAME AND Z NUMBER AT THE TOP OF EACH PAGE. FAILURE TO COMPLETE ALL PAGES WILL DELAY THE AWARDING PROCESS.

I. Dependent Student's Information

Student's Last Name Student's First Name Student's M.I. Student Z number
Student's Street Address (include apt. no.)
City State Zip Code Student's Date of Birth
Student's Phone Number Student's Email Address

II. Dependent Student's Family Information

- List yourself, parents AND anyone else who your parents will support more than 50% from July 1, 2016 to June 30, 2017. \*Do not include anyone for whom parents are paying child support.
State each member's relationship to student
List both parents if:
- parents are legally married
- parents are unmarried but living together
- parent remarried, include stepparent
List primary parent ONLY if:
- parents are divorced or separated

Table with 4 columns: Full Name, Age, Relationship, If enrolled between July 1, 2016 to June 30, 2017 list City / State / College. Includes example row for Missy Jones.

Student's Name: \_\_\_\_\_

Z Number: \_\_\_\_\_

**STUDENT SECTION:**

**III. Dependent Student's Income Information to Be Verified**

1. TAX RETURN FILERS—**Important Note:** *It takes up to two weeks for IRS income information to be available to use the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers*

**Instructions:** Complete all sections of this worksheet. *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](http://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 you (the student) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool visit [www.fau.edu/finaid](http://www.fau.edu/finaid) → Under "Forms and Resources" drop down → click on "Forms" → under the appropriate academic year go to section "Verification forms" → click on link "How to complete the IRS Data Retrieval Process on the FAFSA".*

**Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, the student **will not** be able to use the IRS Data Retrieval Tool. Instead a Tax Return Transcript must be ordered at [www.IRS.gov](http://www.IRS.gov) & provide a sign/dated copy of the 1040X Tax return.

***Have you or will you be required to file a 2015 U.S. Federal Income Tax Return?***

Check the box that applies:

**No, and I had no earnings from work.**

**No, but I had some earnings from work and I am providing all of my 2015 W2s.** (Go to table below and specify employer and amount earned for the year)

Employer's Name	2015 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

**Yes, I have filed a 2015 Federal Income Tax Return, and I (the student) have used the IRS Data Retrieval Tool in FAFSA on the Web** to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Note: *Verification Worksheets will not be accepted until data retrieval has been received by the university. The student's school will use the IRS information that was transferred in the verification process.*

**Yes, I have filed a 2015 Federal Income Tax Return, but was unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, attached is my 2015 IRS tax return transcript—not a photocopy of the 1040, 1040A or 1040EZ income tax return.** *To obtain an IRS tax return transcript, go to [www.IRS.gov](http://www.IRS.gov) → under tools click on "Get a Tax Transcript by Mail" → select "Get Transcript by Mail". Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). To view the approximate timeframe before you receive your transcript visit [Current Year Transcript Availability](#)*

Student's Name: \_\_\_\_\_

Z Number: \_\_\_\_\_

**PARENT SECTION:**

**IV. Parent's Income Information to Be Verified**

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

- 1. TAX RETURN FILERS—**Important Note:** *It takes up to two weeks for IRS income information to be available to use the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers*

**Instructions:** Complete all sections of this worksheet. *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](http://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 you (the student) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool visit [www.fau.edu/finaid](http://www.fau.edu/finaid) → Under "Forms and Resources" drop down → click on "Forms" → under the appropriate academic year go to section "Verification forms" → click on link "How to complete the IRS Data Retrieval Process on the FAFSA".*

**Important Note:** If the parent(s) filed, or will file, **an amended 2015 IRS tax return**, the parent **will not** be able to use the IRS Data Retrieval Tool. Instead a Tax Return Transcript must be ordered at [www.irs.gov](http://www.irs.gov) & provide a sign/dated copy of the 1040X Tax return.

**Have you or will you be required to file a 2015 U.S. Federal Income Tax Return?**

Check the box that applies:

**No, and I had no earnings from work.** *(I am attaching verification of Non-Filing for 2015 from the IRS)*

**No, but I had some earnings from work and I am providing all of my W2s.** *(Go to table below and specify employer and amount earned for the year)*

Employer's Name	2015 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

**Yes, I have filed a 2015 Federal Income Tax Return, and I (the parent) have used the IRS Data Retrieval Tool in FAFSA on the Web** to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Note: *Verification Worksheets will not be accepted until data retrieval has been received by the university. The student's school will use the IRS information that was transferred in the verification process.*

**Yes, I have filed a 2015 Federal Income Tax Return, but was unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, attached is my 2015 IRS tax return transcript—not a photocopy of the 1040, 1040A or 1040EZ income tax return.** *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) → under tools click on "Get a Tax Transcript by Mail" → select "Get Transcript by Mail". Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). To view the approximate timeframe before you receive your transcript visit [Current Year Transcript Availability](#)*

Student's Name: \_\_\_\_\_

Z Number: \_\_\_\_\_

**V. Parent's Other Information to Be Verified**

1. Did someone in your household receive benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years?

No, no one in my household received SNAP benefits in 2014 or 2015

Yes, one of the persons listed in the household received SNAP benefits in 2014 or 2015. I have attached documentation of the receipt of SNAP benefits during 2014 and/or 2015 in the form of monthly statement or SNAP card.

2. Did your parent(s) pay child support during the 2015 calendar year?

No, my parent(s) did not pay child support in 2015.

Yes, one (or both) of my parent(s) listed in the household paid child support in 2015. Please indicate 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 2015 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.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015
<i>Marty Jones(example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>5</i>	<i>\$6,000.00</i>

**VI. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent 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. Inaccurate information may subject you to repayment of ALL funds disbursed and possible audit of file for up to 3 previous years.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Student's Name: \_\_\_\_\_ Z Number: \_\_\_\_\_

**Student Asset Information (If question does not apply, place \$0 in field. Do not leave blank)**

1. As of today, what is your (and spouse) total current balance of cash, savings, and checking accounts? \$ \_\_\_\_\_
2. As of today, what is the net worth of your (and spouse) investments, including real estate (not your home)? Such as installment and land sale contracts, including mortgages you hold from the sale of property, CDs, trust funds, money market funds, mutual funds, stocks, stock options, bonds other securities, Education IRAs, college saving plans, Coverdell savings accounts, commodities, precious and strategic metals, partnerships, S-corporations, etc. \$ \_\_\_\_\_  
\*\*Net worth means current value minus debt.\*\*
3. As of today, what is the net worth of your (and spouse) current business and/or investment farms? (Include land, buildings, inventories, equipment, machinery, etc.) **Note:** Business value does not include the value of a small business that you (or spouse) own/control and that has 100 or fewer full-time or full-time equivalent employees. \$ \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent Asset Information (If question does not apply, place \$0 in field. Do not leave blank)**

1. As of today, what is your parents' total current balance of cash, savings, and checking accounts? \$ \_\_\_\_\_
2. As of today, what is the net worth of your parents' investments, including real estate (not your home)? Such as installment and land sale contracts, including mortgages you hold from the sale of property, CDs, trust funds, money market funds, mutual funds, stocks, stock options, bonds other securities, Education IRAs, college saving plans, Coverdell savings accounts, commodities, precious and strategic metals, partnerships, S-corporations, etc. \$ \_\_\_\_\_  
\*\*Net worth means current value minus debt.\*\*
3. As of today, what is the net worth of your parents' current business and/or investment farms? (Include land, buildings, inventories, equipment, machinery, etc.) **Note:** Business value does not include the value of a small business that you (or spouse) own/control and that has 100 or fewer full-time or full-time equivalent employees. \$ \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Submit to one of the FAU Financial Aid offices (Boca, Davie, Jupiter) in person or by mail*

*(No faxes or emails will be accepted).*

*You should make a copy of this worksheet for your records.*

**Boca Campus**  
777 Glades Road  
Building SU 80, Room 233  
Boca Raton, FL 33431-0991  
Tel: (561) 297-3530

**Davie Campus**  
3200 College Avenue  
Building LA 122  
Davie, FL 33314  
Tel: (954) 236-1229

**Jupiter Campus**  
Office of Student Financial Aid - SR 139  
5353 Parkside Drive  
Jupiter, FL 33458  
Tel: (561) 799-8697