



Your 2014-15 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Therefore, the US Department of Education requires that we check the accuracy of the information you and your parents reported on your FAFSA. The University of Evansville Office of Financial Aid will compare your FAFSA with the information on this worksheet and with other required documents. If there are differences, your FAFSA information will be corrected by the University of Evansville. You and at least one parent, whose information was reported on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit all to the UE Office of Financial Aid. We may ask for additional information after you return this form. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

A. 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 E-mail Address
Student's Home Telephone (include area code) Student's Alternate or Cell Phone Number

B. 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, 2014, through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014-15. 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, 2015.

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, 2014, and June 30, 2015. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Table with 4 columns: Full Name, Age, Relationship to You, College (see above for who should be listed). Row 1: You, Self, University of Evansville.

C. Dependent Student's Income Information to Be Verified

1. STUDENT HAS FILED OR WILL FILE TAX RETURN (Indicate the method used to provide your tax information.)

- The student *has used or will use* the IRS Data Retrieval Tool.
- The student will submit to the school a **2013 IRS tax return transcript** – not a photocopy of the income tax return.
- The student has or will file an amended 2013 tax return. (See option 3 on instruction page for detail.)

2. STUDENT WILL NOT FILE TAX RETURN – Complete this section only if the student will not file and is *not required* to file a 2013 income tax return with the IRS.

- The student was not employed and had no income earned from work in 2013.
- The student was employed in 2013 and has listed below the names of all the student's employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is attached. Attach copies of all 2013 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	2013 Amount Earned	IRS W-2 attached
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000 (example)</i>	

D. 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. PARENT HAS FILED OR WILL FILE TAX RETURN (Indicate the method used to provide your tax information.)

- The student's parent *has used or will use* the IRS Data Retrieval Tool.
- The parent will submit a **2013 IRS tax return transcript(s)** – not photocopies of the income tax return.
- The parent has or will file an amended tax return. (See option 3 on instruction page for detail.)

2. PARENT(S) WILL NOT FILE TAX RETURN – Complete this section only if the student's parent(s) will not file and is *not required* to file a 2013 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2013.
- The parent(s) was employed in 2013 and has listed below the names of all the parent's employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is attached. Attach copies of all 2013 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.*

Employer's Name	2013 Amount Earned	IRS W-2 attached
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000 (example)</i>	<i>Yes (example)</i>

OPTIONS FOR CONFIRMING 2013 INCOME FOR INCOME TAX FILERS

When the FAFSA processor selects a student's FAFSA for "verification," the college is obligated to check certain information about the household and family income before finalizing the student's financial aid. For income tax filers, note that photocopies of IRS Forms 1040, 1040A, or 1040EZ are NOT acceptable for satisfying the verification requirement. See Options (1) or (2) below for acceptable methods of verifying income for tax filers. See Option (3) for documentation required for amended tax return filed.

OPTION 1 – IRS DATA RETRIEVAL (Recommended)

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. This will "overwrite" income figures that had been manually typed into the FAFSA.

- Go to *FAFSA.gov* and log in to the student's FAFSA
- Select "Make FAFSA Corrections"
- Navigate to the section for the Financial Information
- Follow the instructions to "Link to the IRS"
- Enter address information when prompted and "submit". (Must be exactly as is shown on tax return)
- Check option to accept terms and select "Transfer Now"

When this process is completed successfully, you will be returned to the FAFSA website.

After transferring the tax information, be sure to continue clicking "next" until you can SIGN and SUBMIT the correction with student/parent PINs. The UE Office of Financial Aid will then receive a corrected version of the student's FAFSA confirming that the IRS Data Retrieval Tool was used successfully.

It may take up to three weeks for IRS income information to be available in the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

If you find that you are unable or ineligible to use the IRS Data Retrieval Tool then please follow the instructions below to obtain an IRS Tax Return Transcript.

OPTION 2 – OBTAIN A TAX RETURN TRANSCRIPT FROM THE IRS

To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. 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 2013 IRS tax return was filed). It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If the parents are married but filed separate 2013 tax returns, 2013 IRS tax return transcripts must be submitted for each parent. **If the IRS tax return transcript is requested online, a PDF version will be available immediately to print.**

OPTION 3 – INDIVIDUALS WHO FILED AN AMENDED IRS INCOME TAX RETURN

An amended tax return is where a correction must be made to your taxes after having filed them.

If an individual filed an amended IRS income tax return for tax year 2013, provide both of the following:

- A signed copy of the original 2013 IRS income tax return that was filed with the IRS or a 2013 IRS Tax Return Transcript for the 2013 tax year; and
- A signed copy of the 2013 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

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E. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program, or SNAP (formerly known as food stamps), any time during the 2012 or 2013 calendar years.
 - We certify that one of the persons listed in Section B of this worksheet received SNAP benefits in 2012 or 2013. If asked by UE, I will provide documentation of the receipt of SNAP benefits during 2012 and/or 2013.
2. Complete this section if one of the student's parents paid child support in 2013.
 - One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2013. 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 2013 for each child. If asked by UE, 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.

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 2013
<i>Marty Jones (example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6,000</i>

F. Certification and Signatures

We certify that all of the information reported on this worksheet is complete and correct. The student and one parent whose information was reported on the FAFSA must sign this worksheet.

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

Student's Signature

Date

Parent's Signature

Date

Return to
 UNIVERSITY OF EVANSVILLE
Office of Financial Aid
 1800 Lincoln Avenue
 Evansville, Indiana 47722
 812-488-2364
 800-424-8634
 Fax 812-488-2028

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