

## **IMPORTANT DETAILS ON COMPLETING THIS DOCUMENT**

1. We strongly advise that you type your answers into the fillable fields for clarity.
2. If parent signature is required, parent must hand-sign the document. Digital signatures for parents are not allowed.
3. Do not use a mobile phone to complete this document. Doing so may result in lost data and inaccurate formatting.
4. You must save this document to your computer, or print it immediately, to prevent loss of the data you entered.
5. **Students within our service area must submit documents to the Financial Aid Office in person.** Distance students may submit documents via student email or postal service. The Financial Aid Office is no longer able to accept documentation via fax.
6. The fillable fields on this document may not work when opened in the Mozilla Firefox browser. We advise that you complete the form in Internet Explorer or Chrome instead.

Your application was selected for review in a process called **Verification**. In this process, we will compare the information from your FAFSA application information provided on this form, and with any other required documents. By law, we have the right to ask you for this information before awarding financial aid. If there are differences between your FAFSA application and the documents you provide, we will submit corrections to the federal processor. We may request additional documentation if we have reason to believe that the information contained in this or any other form submitted to the Financial Aid Office is incorrect.

**STUDENT INFORMATION**

Last Name	First Name	Student ID
Mailing Address	City/State/Zip	Date of Birth
Primary Telephone	Email Address	

**A. INSTRUCTIONS FOR TAX RETURN FILERS**

Complete this section if the student/spouse or parent(s) **filed** a 2015 IRS income tax return(s).

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) when completing your FAFSA. In most cases, no further documentation is needed to verify 2015 income data that was transferred into your FAFSA using the IRS DRT if that information was not changed.

<p><b>Check the box that applies:</b></p> <p><input type="checkbox"/> The student/spouse <u>has used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2015 IRS income tax return information into the student's FAFSA.</p> <p><input type="checkbox"/> A <b>2015 IRS Tax Return Transcript(s)</b> is provided.</p> <p>If the student and spouse filed separate 2015 IRS income tax returns, <b>2015 IRS Tax Return Transcripts</b> must be provided for both.</p>	<p><b>Check the box that applies:</b></p> <p><input type="checkbox"/> The parent(s) <u>have used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2015 IRS income tax return information into the student's FAFSA.</p> <p><input type="checkbox"/> A <b>2015 IRS Tax Return Transcript(s)</b> is provided.</p> <p>If the parents filed separate 2015 IRS income tax returns, <b>2015 IRS Tax Return Transcripts</b> must be provided for both.</p>
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**B. INSTRUCTIONS FOR NON-TAX RETURN FILERS**

Complete this section if the student/spouse or parent(s) **will not file and are not required to file** a 2015 IRS income tax return(s).

**STUDENT: Check the box that applies**  The student/spouse were not employed and had no income earned in 2015.  The student/spouse will not file a tax return and are listing below 2015 income from work. Please submit IRS W-2 forms, or wage transcript, if applicable.

**Student: List all employers in 2015**

Employer's Name	2015 Amount Earned	IRS W-2 Provided?

**PARENT(S): Check the box that applies**  Neither parent was employed and had no income earned in 2015.  The parent(s) will not file a tax return and have listed below 2015 income from work. Please submit IRS-W-2 forms or a wage transcript, if applicable.

**Parent(s)/Spouse: List all employers in 2015**

Employer's Name	2015 Amount Earned	IRS W-2 Provided?

**C. FOOD STAMP RECIPIENTS**

The student/parent(s) certifies that \_\_\_\_\_, a member of the student's/parent(s) household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2014 or 2015.

**D. HOUSEHOLD INFORMATION**

**DEPENDENT STUDENTS, INCLUDE THE FOLLOWING INFORMATION IN THE FORM BELOW:**

- 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, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. 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, 2017. **Supporting documentation may be requested.**

**INDEPENDENT STUDENTS, INCLUDE THE FOLLOWING INFORMATION IN THE FORM BELOW:**

- Yourself.
- Your spouse.
- Your children, if any, if you will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the child would be required to provide your information if they were completing a FAFSA for 2016-2017. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2017. **Supporting documentation may be requested.**

**DO NOT** include the following individuals in the form below **UNLESS** you, and/or your parents, provide 51% or more of their financial support:

- Unrelated individuals, including partners, boyfriends, girlfriends, and roommates
- Distant relatives, such as aunts, uncles, grandparents, and cousins
- Children/siblings age 24 and over

**If you include any of the above-referenced individuals in the form below, the Financial Aid Office may request additional documentation to verify that you, and/or your parents, provide more than half of their support.**

Full Name	Age	Relationship	Name of College Attending	Will be Enrolled at Least Half Time (Yes or No)
		Self		

**E. CHILD SUPPORT PAID**

Check this box if someone in the student's or parent's household paid child support in 2015. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

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 2015

**F. HIGH SCHOOL COMPLETION STATUS**

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2016–2017:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

**CERTIFICATION: EVERYONE MUST SIGN**

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required for dependent students only)

\_\_\_\_\_  
Date