2016-17 (V6) Household Resources Verification Worksheet

Your 2016-2017 FAFSA was selected for review in a process called Verification. In this process, your school will be comparing information from your FAFSA with copies of your (and your spouse's if you are married, or your parent's if you are dependent) 2015 Federal tax transcript, and/or W-2 forms and/or other financial documents. Complete this verification worksheet and submit it, along with other required documents, to the financial aid office as soon as possible to avoid a delay in processing your financial aid. If you need help, contact the financial aid office at your school. *Your school must review the requested information under the financial aid program rules (34 CFR, Part 668) and submit corrections if necessary.*

A. Student Information

____
Last Name First Name MI

____
Address (include apt. #)

____
City State Zip Code

____
Student ID Number

____
Social Security Number

____
Date of Birth

____
Phone Number (include area code)

B. Family Information

Write the names of ALL household members* in the section below. LIST YOURSELF FIRST! Also write in the college name for any family member, excluding your parent, who will attend college at least half time between July 1, 2016 and June 30, 2017, and will be enrolled in a financial aid eligible program. If you need more space, attach a separate page.

****Independent Student***: List the people in **your household**. List yourself first, then your spouse if you have one, and your children **if you will provide more than half of their support from July 1, 2016 through June 30, 2017** even if they do not live with you. Include other people **only** 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.

****Dependent Student***: List the people in your **parent's household.** List yourself first, then your parent(s)/stepparent(s) (even if you do not live with them), and your parent/stepparent's other children who live with them. Include parent/stepparent's other children who do not live with them **if** your parent/stepparent will provide more than half of their support from July 1, 2016 through June 30, 2017 or **if** the children would be required to give parental information when applying for federal student aid. List any other people who now live in your parent/ step-parent's household **if** your parent/stepparent provides more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
(example) Missy Jones	*24*	*Wife*	*City University*	*(Yes or No)*
		SELF	*KCTCS*	

C. Income and Financial Information to Be Verified

☐ **Check this box if anyone in the household listed in Section B received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) at any time during 2014 or 2015**. If asked by my school, I will provide documentation from the agency that issued the SNAP benefits during 2014 or 2015.

☐ **Check this box if you, the student, or your parent included in the household in Section B, paid child support in 2015.** Indicate below the name of the person who paid child support, the name of the person to whom child support was paid, the name of the child/children for whom child support was paid, the age of the child/children and the total amount of child support that was paid in 2015. If asked by my school, I will provide documentation of the payment of child support.

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	Amount of Child Support Paid in 2015
(example) Marty Jones	*Chris Smith*	*Terry Jones*	*5*	*$6000*

☐ **Check this box IF A TAX RETURN WAS FILED and complete the section below. If you (and your spouse or parents, if applicable) filed a 2015 tax return, check all the boxes that apply (see additional instructions included with worksheet).**

STUDENT	SPOUSE	PARENT	
☐	☐	☐	**used** the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax info to the FAFSA when I first submitted the FAFSA.
☐	☐	☐	**did not use** the IRS DRT in *FAFSA on the Web* when FAFSA was first submitted, **but used** DRT to transfer income tax info to the FAFSA on (MM/DD/YY) _____/_____/_____.
☐	☐	☐	**is unable or chose not to use** the IRS DRT and **has included** a 2015 **IRS Tax Return Transcript** along with this worksheet to the college financial aid office.

☐ **Check this box IF A TAX RETURN WAS NOT FILED and complete the section below. If you (and your spouse or parents, if applicable) are not required to file a 2015 federal tax return, check all the boxes that apply.**

STUDENT	SPOUSE	PARENT	
☐	☐	☐	**was not employed**, earned no income from work, and was not required to file a 2015 tax return.
☐	☐	☐	**was employed and earned income** from work in 2015 but **was not required to file** a tax return. List **all** employers in the section below even if you did not receive a W-2 Form. **Attach all W-2 forms received**. Attach a separate sheet if more space is needed**.**

Employee Name	Employer Name	2015 Amount Earned	W-2 Form Received?
(example) John Smith	*Suzy's Body Shop*	*$2000*	*(Yes or No)*

D. Verification of Other Untaxed Income

Complete all items in this section that apply to you (and your spouse or parents, if applicable). If any item in this section does not apply to you, write "N/A" for not applicable where a response is requested or enter "0" where an amount is requested.

For each item, calculate the **total amount received during 2015** as closely as possible.

1. **Payments to tax-deferred pension and retirement savings.** List any payment (direct or withheld from earnings) to tax-deferred pension and retirement savings plans, such as 401(k) or 403(b) plans. Amounts may be listed on W-2 Form in Boxes 12a through 12d with codes of D, E, F, G, H, and S. **Please submit all W-2 forms.**

Name of Person Who Made the Payment	Total Amount Paid in 2015

2. **Child Support Received.** List the actual amount of child support received in 2015 for all children in your household. **Do not include** foster care payments, adoption payments or any amount court-ordered that was not actually paid.

Name of Adult Who Received Funds	Name of Child for Whom Support Was Received	Amount of Child Support Received in 2015

3. **Housing, Food, and other living allowances paid to members of the military, clergy, and others.** Include cash payments and/or the cash value of benefits received. **Do not include** on-base military housing or the value of basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2015

4. **Veterans non-education benefits.** List the total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. **Do not include** federal veterans' educational benefits such as Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, or Post-9/11 GI Bill.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2015

5. **Other untaxed income.** List the amount of any other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc. **Do not include** any items reported in 1-4 above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI, Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements, (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income Received	Amount of Other Untaxed Income Received in 2015

6. **Money received or paid on the student's behalf.** List any money the student received or money that was paid on the student's behalf not reported elsewhere on this form. Enter the total amount of cash support the student received in 2015. **Include support from a parent whose information was not required** on the student's 2016-2017 FAFSA, but do **not** include support from a parent whose information was required on the FAFSA. For example, if someone is paying rent, utilities, etc. for the student or gives cash, gift cards, etc. include the amount of that person's contributions **unless it is from the parent whose information was required on the 2016-2017 FAFSA.** Amounts paid on the student's behalf include any distributions to the student from a 529 plan **owned by someone other than the student or the student's parents**, such as grandparents or other family members.

Purpose (Cash, Rent, Books, etc.)	Amount Received in 2015	Source (Person Who Paid For it)

7. **Additional Resources:** So that we can fully understand the student's family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and includes such things as federal veterans education benefits, military housing, SNAP, TANF, Social Security, Social Security Disability and/or SSI, etc. If more space is needed, provide a separate page with the student's name and ID number at the top.

Name of Recipient	Type of Support Received	2015 Total Amount Received

8. In case the information in items 1-7 above are not sufficient, use the space provided below to briefly explain how you (the student) and your household (parents, if dependent or spouse, if married) paid for your basic living expenses (food, housing, utilities, etc.) during 2015.

____

____

____

____

____

____

____

____

____

____

____

____

____

____

____

____

____

E. Certification and Signatures

Each person signing this worksheet certifies that all information reported on it is complete and correct. If student is dependent, at least one parent must sign.

Your financial aid cannot be processed until the financial aid office receives the required Verification documents. Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668), and submit corrections if necessary.

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 (Dependent Students Only) Date

2016-2017 INSTRUCTIONS FOR VERIFYING TAX INFORMATION

The best way to verify income is by using the **IRS Data Retrieval Tool (DRT)** that is part of the FAFSA on the Web. If you have not already used the tool, go to www.fafsa.gov, log in and select "Make FAFSA Corrections." In the Financial Information section of the form, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2015 IRS income tax information into your FAFSA. You should be able to use the IRS DRT within 2-3 weeks after filing your return. Both the student and parent, if dependent, should use the DRT.

If you are unable or choose not to use the IRS DRT, you **must** obtain an IRS tax return transcript (copies of your original Form 1040 tax return are not acceptable for verification purposes). In **most** cases, for electronic filers, a 2015 IRS Tax Return Transcript is available from the IRS within 2-3 weeks after filing. If you filed a paper return, expect 8-11 weeks for your transcript to be available.

To request an IRS tax return transcript, go to www.IRS.gov, under the Tools heading on the IRS homepage, and click "Get a Tax Transcript by Mail." Make sure you request the "**IRS Tax Return Transcript**" and **NOT** the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2015 tax return and the address on file with the IRS (the address used when your 2015 IRS tax return was filed). Provide the transcript to the financial aid office along with your Verification Worksheet.

If you are unable or choose not to use the DRT and cannot access your IRS transcript online, you must call the IRS at 1-800-908-9946 to receive a transcript.

Special Situations:

Amended Returns - If you filed an amended tax return, you must submit an IRS Tax Return Transcript **AND** a signed copy of your Form 1040-X, "Amended U.S. Individual Income Tax Return," along with your completed Verification Worksheet.

Victims of IRS Identity Theft - A victim of IRS tax-related identity theft must provide a Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript that includes all of the income and tax information required to be verified **AND** a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Non-IRS Income Tax Returns - An individual who filed or will file a 2015 income tax return with Puerto Rico, another U.S. territory, or with a foreign country must provide a transcript that was obtained at no cost from the relevant taxing authority that includes all of the tax filer's income and tax information required to be verified for the 2016 tax year **OR** a signed copy of the 2016 income tax return along with the Verification Worksheet.

Filing Extensions – An individual who has been granted a filing extension by the IRS must provide a copy of IRS 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for the 2015 tax year, a copy of the IRS's approval of an extension, **AND** a copy of the W-2 for each source of employment income received for the 2015 tax year and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for the 2015 tax year.