

# 2017-2018 Verification Worksheet

## Dependent Student – University of Dubuque – Standard (V1)

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school 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 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. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator 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 SSN                              |
| Student’s Street Address (include apt. #)       |                      |                | Student’s Date of Birth                    |
| City  | State                | Zip Code       | Student’s E-Mail Address                   |
| Student’s Home Phone Number (include Area Code) |                      |                | Student’s Alternative or Cell Phone Number |

### B. Dependent Student’s Family Information

#### WHO TO INCLUDE IN THIS SECTION:

- **YOURSELF AND YOUR PARENT(S)** including a step-parent(s) 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, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. **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, 2018.
- Include the name of the college for any household member, EXCLUDING 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, 2017, and June 30, 2018. *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<br>ATTENDING in 2017-2018<br>(only list college if student is less than<br>24 years of age) | ENROLLED at<br>LEAST HALF<br>TIME in ‘17-<br>‘18?<br>Y/N |
|-----------|-----|--------------|---|--|
|           |     | (SELF)       |   |  |
|           |     |              |   |  |
|           |     |              |   |  |
|           |     |              |   |  |
|           |     |              |   |  |
|           |     |              |   |  |
|           |     |              |   |  |
|           |     |              |   |  |

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**C: STUDENT INCOME INFORMATION to BE VERIFIED:** (Please check the applicable boxes and then follow the corresponding instructions.)

STUDENT filed taxes in 2015: \_\_\_\_\_ YES (complete **Option A** below then Skip to Sec D)  
STUDENT **did not** file taxes, but did earn wages from working: \_\_\_\_\_ YES (Skip to **Option B** below)  
STUDENT was not employed and had no income earned from work in 2015. \_\_\_\_\_ YES (Skip to **Section D** - Parent Information)

**OPTION A:** 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 [www.FAFSA.gov](http://www.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 2015 IRS income tax information into the student's FAFSA. **NOTE:** Once your taxes have been filed, you must wait up to two weeks (**for electronic filers**) and up to eight weeks **for paper IRS tax return filers** before you can access the Data Retrieval Tool.

If you are unable to use the IRS Data Retrieval Tool, then you must go to [www.irs.gov](http://www.irs.gov) and print off an official IRS Tax Return Transcript. (**NOTE:** there is a Tax Account Transcript, but we cannot use that form.)

**Check the box that applies:** \_\_\_\_\_ used the Data Retrieval Tool (date used \_\_\_\_\_) \_\_\_\_\_ will use the Data Retrieval Tool  
\_\_\_\_\_ IRS Tax Return Transcript is attached \_\_\_\_\_ will send IRS Tax Return Transcript later

**OPTION B: ONLY COMPLETE THIS SECTION IF YOU DID NOT FILE TAXES.** List all names of employers and the amount earned for each job. **PLEASE ATTACH the 2015 W2s supporting this information.**

| Employer's Name | 2015 Wages Earned |
|-----------------|-------------------|
|                 |                   |
|                 |                   |
|                 |                   |

**D. PARENT INCOME INFORMATION to BE VERIFIED:** (Please check the applicable boxes and follow the corresponding instructions.)

PARENT filed taxes in 2015: \_\_\_\_\_ YES (complete **Option A** below; then Skip to Option B)  
PARENT **did not** file taxes, but did earn wages from working: \_\_\_\_\_ YES (Skip to **Option B** below)  
PARENT was not employed and had no income earned from work in 2015. \_\_\_\_\_ YES (Skip to **Section E** on following page)

**OPTION A:** The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of FAFSA on the Web. If the parent has not already used the tool, go to [www.FAFSA.gov](http://www.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 is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. **NOTE:** Once your taxes have been filed, you must wait up to two weeks (**for electronic filers**) and up to eight weeks **for paper IRS tax return filers** before you can access the Data Retrieval Tool. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

If you are unable to use the IRS Data Retrieval Tool, then you must go to [www.irs.gov](http://www.irs.gov) and print off an official IRS Tax Return Transcript. (**NOTE:** there is a Tax Account Transcript, but we cannot use that form.)

**Check the box that applies:** \_\_\_\_\_ used the Data Retrieval Tool (date used \_\_\_\_\_) \_\_\_\_\_ will use the Data Retrieval Tool  
\_\_\_\_\_ IRS Tax Return Transcript is attached \_\_\_\_\_ will send IRS Tax Return Transcript later

**OPTION B: ONLY COMPLETE THIS SECTION IF YOU DIDN'T FILE TAXES.** List all names of employers and the amount earned for each job. **PLEASE ATTACH the 2015 W2s supporting this information.**

| Employer's Name | 2015 Wages Earned |
|-----------------|-------------------|
|                 |                   |
|                 |                   |

