

# 2015-2016 Verification Worksheet

## *Independent Student – University of Dubuque – Standard (V1)*

Your 2015-2016 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. Independent 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. Independent Student’s Family Information

List below the people in your household. INCLUDE:

- **Yourself.**
- Your spouse, if you are married
- Your children, if any, if you will provide more than half of their support from July 1, 2015 through June 30, 2016, or if the child would be required to provide your information if they were completing a FAFSA for 2015-2016. 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, 2016.

Include the name of the college for any household member 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, 2015, and June 30, 2016. *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 ATTENDING in 2015-2016	WILL BE ENROLLED at LEAST HALF TIME? Y/N
		<b>(SELF)</b>		

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

**C: INDEPENDENT STUDENT’S INCOME INFORMATION to BE VERIFIED:**

(Please check the applicable boxes and then follow the corresponding instructions.)

STUDENT filed taxes in 2014: \_\_\_\_\_ YES (complete **Option A**)  
 STUDENT **did not** file taxes, but did earn wages from working: \_\_\_\_\_ YES (complete **Option B**)  
 STUDENT was not employed and had no income earned from work in 2014: \_\_\_\_\_ YES (proceed to **Section D** below)

**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 2014 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:** List all names of employers and the amount earned for each job. **PLEASE ATTACH the W2s supporting this information.**

Employer’s Name	Student OR Spouse	2014 Wages Earned
	____ Student      ____ Spouse	
	____ Student      ____ Spouse	
	____ Student      ____ Spouse	
	____ Student      ____ Spouse	

**D. SOURCES OF INCOME FOR LIVING EXPENSES**

1. Complete this section if the student **did not file taxes AND did not have any earned income in 2014.**

Name of Federal/State Assistance Program You are Receiving Assistance From	Amount of Aid Received in 2014

**E. STUDENT’S TAX FILING STATUS FOR 2014**

For 2014, what was your tax filing status according to your tax return?

- \_\_\_\_\_ Single
- \_\_\_\_\_ Head of Household
- \_\_\_\_\_ Married – filed joint return
- \_\_\_\_\_ Married – filed separate return
- \_\_\_\_\_ Qualifying widow(er)

