



OFFICE OF STUDENT FINANCIAL ASSISTANCE

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2016–2017 Dependent Verification Worksheet (V1)

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, we 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 and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at Luna Community College. Our office 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. Student’s Information

Form with fields for Student’s Last Name, First Name, M.I., SSN or LCC ID, Student’s Street Address, Date of Birth, City, State, Zip Code, Email Address, Home Phone Number, and Alternate or Cell Phone Number.

B. Dependent Student Family Information

List the people in your parents’ household. Include:

- Yourself
• Your parents (including stepparent)
• Your parents’ other children if your parents 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.
• Other people if they now live with your parents and your parents will provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

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, 2016, and June 30, 2017.

If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

Table with 5 columns: Full Name, Age, Relationship, College, Will be Enrolled at Least Half Time. Includes a pre-filled row for 'Self' at 'LCC'.

Note: We may require additional information if we have reason to believe that the information provided is inaccurate.

C. Dependent Student's Income to be Verified**TAX RETURN FILERS- Important Note:** The instructions below apply to the student.

Instructions: Complete this section if the **student filed or will file** a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA online application.* Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- The student **has used** the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA *and will submit copies of all 2015 W-2 forms.*
- The student **has not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA *and will submit copies of all 2015 W-2 forms.*
- The student is **unable or chooses not to** use the IRS DRT in FAFSA on the Web, and instead *will provide LCC a 2015 IRS Tax Return Transcript(s) and copies of all 2015 W-2 forms.*

To obtain a **2015 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Get a Tax Transcript." Select "Get Transcript by MAIL"; transcripts arrive in 5-10 calendar days. In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

___ Check here if a **2015 IRS Tax Return Transcript(s) and W-2 forms** are provided.

___ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

___ Check here if **2015 W-2 forms** are provided.

TAX RETURN NONFILERS- Complete this section if the **student will not file and is not required** to file a 2015 tax return with the IRS.**Check the box that applies:**

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student by his/her employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS

D. Parents Income Information to be Verified

TAX RETURN FILERS-Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.

Instructions: Complete this section if the **parents** filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA online application.* Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- The parents **have used** the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA and will submit copies of all 2015 W-2 forms.
- The parents **have not yet used** the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA and will submit copies of 2015 W-2 forms
- The parents are **unable or choose not to use** the IRS DRT in *FAFSA on the Web*, and instead will provide the school a 2015 IRS Tax Return Transcript(s) and copies of all 2015 W-2 forms.

To obtain a **2015 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Get a Tax Transcript." Select "Get Transcript by MAIL"; transcripts arrive in 5-10 calendar days. In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

***** If the parents filed separate 2015 IRS income tax returns, 2015 IRS Tax Return Transcripts must be provided for both. *****

___ Check here if a **2015 IRS Tax Return Transcript(s) and W-2 forms** are provided.

___ Check here if a **2015 IRS Tax Return Transcript(s) and W-2 forms** will be provided later.

___ Check here if **2015 W-2 forms** are provided.

TAX RETURN NONFILERS- Complete this section if the **parents** will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and had no income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

