



Office of Student Financial Assistance

2014–2015 Dependent Verification Worksheet (V1)

Your 2014–2015 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 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 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 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. Student’s Information

Form with fields for Student’s Last Name, First Name, M.I., SSN or LCC ID, Student’s Street Address (include apt. no.), Student’s Date of Birth, City, State, Zip Code, Student’s Email Address, Student’s Home Phone Number (include area code), Student’s 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, 2014 through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014-2015.
• 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, 2015.

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, 2014, and June 30, 2015.

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 regarding the household member enrolled in eligible postsecondary educational institution 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 2013 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 FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2013 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. 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 2013 IRS income tax return information into the student's FAFSA *and W-2 forms*.
- The student **has not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2013 IRS income tax return information into the student's FAFSA *and W-2 forms*.
- The student is **unable or chooses not to** use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2013 IRS Tax Return Transcript(s) and W-2 forms**.

To obtain a **2013 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Get Transcript of Your Tax Records". To view and print your transcript immediately click on "Get Transcript ONLINE". If you are unable to print your tax transcript please select "Get Transcript by MAIL"; transcripts arrive in 5-10 calendar days. In most cases, for electronic filers, a **2013 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the **2013 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

____ Check here if a **2013 IRS Tax Return Transcript(s) and W-2 forms** are provided.

____ Check here if a **2013 IRS Tax Return Transcript(s)** will be provided later.

TAX RETURN NONFILERS- The instructions and certification below apply to the student. Complete this section if the student will not file and is not required to file a 2013 tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2013.
- The student was employed in 2013 and has listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. [Provide copies of all 2013 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	2013 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 2013 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 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

Instructions: Complete this section if the parents filed or will file a 2013 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 FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2013 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. 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 2013 IRS income tax return information into the student's FAFSA *and will submit copies of all 2013 W-2 forms.*
- The parents **have not yet used** the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2013 IRS income tax return information into the student's FAFSA *and will submit copies of 2013 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 **2013 IRS Tax Return Transcript(s) and W-2 forms.**

To obtain a **2013 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Get Transcript of Your Tax Records". To view and print your transcript immediately click on "Get Transcript ONLINE". If you are unable to print your tax transcript please select "Get Transcript by MAIL"; transcripts arrive in 5-10 calendar days. In most cases, for electronic filers, a **2013 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the **2013 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2013 IRS income tax returns, **2013 IRS Tax Return Transcripts** must be provided for both.

___ Check here if a **2013 IRS Tax Return Transcript(s) and W-2 forms** are provided.

___ Check here if a **2013 IRS Tax Return Transcript(s) and W-2 forms** will be provided later.

TAX RETURN NONFILERS- The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2013 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and had no income earned from work in 2013.
- One or both parents were employed in 2013 and have listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. [Provide copies of all 2013 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	2013 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 2013 IRS income tax return was not filed with the IRS.

Student Name: _____

LCC ID: _____

E. Child Support Paid

One of the parents included in the household or the student paid child support in 2013. 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 2013 for each child.

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

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 2013

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

F. Receipt of SNAP Benefits

Please check a box.

- The parents certify that a member of the parents' household (listed in section B of this verification document), received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2012 or 2013. **NOTE: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2012 or 2013.**
- The parents certify that **NO** members of the parents' household (listed in section B of this verification document), received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2012 or 2013.

G. Certifications and Signatures

Each person signing below certifies that all of the 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.

Student's Signature

Date

Parent's Signature

Date