



Office of Student Financial Assistance

2015–2016 Dependent Verification Worksheet (V6)

Your 2015–2016 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

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 and your parents (including stepparent)
• Your parents’ other children if your parents will provide more than half of their support from July 1, 2015 through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015-2016.
• 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, 2016.

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, 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.

Table with 5 columns: Full Name, Age, Relationship, College, Will be Enrolled at Least Half Time. Row 1: Self, 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 2014 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 2014 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 2014 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 2014 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 **2014 IRS Tax Return Transcript(s) and W-2 forms**.

To obtain a **2014 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 **2014 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the **2014 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

____ Check here if a **2014 IRS Tax Return Transcript(s) and W-2 forms** are provided.

____ Check here if a **2014 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 2014 tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2014.
- The student was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. [Provide copies of all 2014 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	2014 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 2014 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 2014 or had a change in marital status after the end of the 2014 tax year on December 31, 2014.

Instructions: Complete this section if the parents filed or will file a 2014 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 2014 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 2014 IRS income tax return information into the student's FAFSA *and will submit copies of all 2014 W-2 forms.*
- The parents **have not yet used** the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2014 IRS income tax return information into the student's FAFSA *and will submit copies of 2014 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 **2014 IRS Tax Return Transcript(s) and W-2 forms.**

To obtain a **2014 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 **2014 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the **2014 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2014 IRS income tax returns, **2014 IRS Tax Return Transcripts** must be provided for both.

___ Check here if a **2014 IRS Tax Return Transcript(s) and W-2 forms** are provided.

___ Check here if a **2014 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 2014 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and had no income earned from work in 2014.
- One or both parents were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. [Provide copies of all 2014 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	2014 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 2014 IRS income tax return was not filed with the IRS.

Student Name: _____

LCC ID: _____

E. Verification of Other Untaxed Income for 2014

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested.

If the student was required to provide parental information on the FAFSA answer each question below as it applies to the student and the student's parent(s) whose information is on the FAFSA.

If the student was not required to provide parental information on the FAFSA, answer each question below as it applies to the student (and the student's spouse, if married) whose information is on the FAFSA.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2014, multiply that amount by the number of months in 2014 you paid or received it. If you did not pay or receive the same amount each month in 2014, add together the amounts you paid or received each month.

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

a. Payments to tax-deferred pension and retirement savings

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Total Amount Paid in 2014

b. Child support received

List the actual amount of any child support received in 2014 for the children in your household.

Do not include foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Amount of Child Support Received in 2014

c. 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 the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2014

d. Veterans non-education benefits

List the total amount of veterans non-education benefits received in 2014. 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, Post-9/11 GI Bill

Name of Recipient	Type of Veterans Non-education Benefit	Amount of Benefit Received in 2014

Student Name: _____

LCC ID: _____

e. Other untaxed income

List the amount of 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 or excluded in A – D 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	Amount of Other Untaxed Income Received in 2014

f. Money received or paid on the student's behalf

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2014. Include support from a parent whose information was not reported on the student's 2015–2016 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student's parent whose information is reported on the student's 2015–2016 FAFSA**. Amounts paid on the student's behalf also 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, aunts, and uncles of the student.

Purpose: e.g., Cash, Rent, Books	Amount Received in 2014	Source

Additional information:

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 include such things as federal veterans education benefits, military housing, SNAP, TANF, 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 Financial Support	Amount of Financial Support Received in 2014

Comments:

Student Name: _____

LCC ID: _____

F. Child Support Paid

One of the parents included in the household or the student paid child support in 2014. 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 2014 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 2014

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.

G. 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 2013 or 2014. **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 2013 or 2014.**
- 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 2013 or 2014.

H. 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