

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The school will compare information from your FAFSA with 2013 Federal IRS Tax data, this form, and any other requested documents. If there are any differences between your FAFSA information and your documents Tusculum College may make or ask you to make corrections.

You and at least one parent must complete, sign and submit this worksheet along with any required documents to the Tusculum College Office of Financial Aid as soon as possible. After reviewing your file you may be asked for additional information. The law says that we have the right to ask you for this information before awarding Federal Student Aid.

If you have questions about this process, please contact the Office of Financial Aid as soon as possible to prevent delays.

As of 2013 IRS Federal Tax Return Transcripts or FAFSA IRS Data Retrieval is required for the Verification Process (more detail on Page 2). **Signed copies of tax forms are not acceptable documentation.**

**A. Dependent Student's Information**

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			School Assigned ID Number (if known)
City	State	Zip Code	Student's Date of Birth
Student's Email Address			Student's Home or Cell Phone Number

**B. Dependent Student's Family Information**

**A dependent student's legal parents, regardless of marital status or gender, are required to provide information on the FAFSA if they live together.** List the people in your parent(s) household, include:

- Yourself.
- Your biological or adoptive parent(s) (including step-parent) regardless of marital status in they live together in the same household, even if you do not live with your parents. In the case of divorce, include the parent from which more of your financial support was provided (even if you do not live with them)
- Your parent(s)' other children, even if they do not live with your parent(s), **if**:
  - a) Your parents will provide more than half of their support through June 30, 2015 **or**,
  - b) The children would be required to provide parental information when applying for Federal Student Aid.
- 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, 2015 (exclude foster children).

Write the names of all household members in the spaces below. Also, write in 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, please attach a separate page.

Full Name	Date of Birth	Relationship	College (Will be Enrolled at Least Half Time)
		<i>Self</i>	Tusculum College

**C. Verification of 2013 IRS Income Tax Return Information (Parent and Student)**

**Acceptable documentation: 2013 FAFSA IRS Data Retrieval (IRS DRT) or 2013 Federal Tax Return Transcript. Signed copies of tax forms are not acceptable documentation.**

**2013 IRS Data Retrieval (IRS DRT) through the FAFSA on the web.** This is the best way to verify income. If the student / parent has not already used the IRS DRT, follow these directions:

- 1) Go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections,"
- 2) Navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and / or parent is eligible to use the IRS DRT.
- 3) It takes 2-3 weeks for IRS income information to be available for the IRS DRT for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers.
- 4) If you need more information about when, or how to use the IRS DRT see your financial aid administrator.

**2013 IRS Federal Tax Return Transcript.** To obtain an IRS tax return transcript:

- 1) Go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or
- 2) Call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript."
- 3) You will need: Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2013 IRS tax return was filed).
- 4) It takes 2-3 weeks for a 2013 IRS Tax Transcript to be available for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers.
- 5) It can take up to 10 business days to receive an IRS Tax Return Transcript.

1. **TAX RETURN FILERS**—If the student OR parent\* filed or will file a 2013 IRS tax return, please complete this section. \*If parents are married tax information is required for both parents.

**Check the box that applies – Student, Parent or Both:**

- |                          |         |                          |        |   |
|--------------------------|---------|--------------------------|--------|---|
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The IRS DRT <b>has been</b> used to retrieve and transfer 2013 IRS income tax return information to the FAFSA.  |
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The FAFSA IRS DRT <b>has not yet been used</b> AND it will be used once the 2013 IRS tax return has been filed.   |
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | Are <b>unable</b> or <b>choose not to</b> use the FAFSA IRS DRT. The parent and / or student will submit to the school a <b>2013 IRS Federal Tax Return Transcript</b> — <i>not</i> a copy of the income tax returns. |
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The IRS tax return transcript is attached to this worksheet.  |
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The IRS tax return transcript will be submitted on _____.   |
- (Estimated date)

**Important Note:**, Please contact the Office of Financial aid for additional guidance if the student OR Parent:

- Filed, or will file, an amended 2013 IRS tax return
- Was granted a filing extension by the IRS
- Were victims of IRS Identity Theft, or
- Have any other unusual tax filing circumstances

Please submit the Verification Form as soon as possible. You may submit the Tax Return Transcript separately.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

2. **NON-FILERS**— Complete this section if the student and / or parent **will not file and are not required to file** a 2013 income tax return with the IRS.

**Section A: Check the box that applies – Student, Parent and/or Both:**

- Student  Parent Was not employed and had no income earned from work in 2013.  
 Student  Parent Was employed in 2013 (did not and are not required to file a tax return).

**Section B:** If you will not file and are not required to file a tax return, list below the names of all the student's and / or parent's employers and the amount earned from each employer in 2013. **Please attach copies of all 2013 W-2 forms issued by employers.** List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Student Name or Parent's Name who are non-filers	Employer's Name	2013 Amount Earned	IRS W-2 Attached?

**D. Verification of Child Support Paid in 2013**

Complete this section if the student and / or parent paid child support in 2013.

Please indicate below the name of the person who paid the child support, to whom the child support was paid, the names of the children for whom child support was paid, and the total **annual** amount of child support paid in 2013 per child. *If you need more space, attach a separate page that includes the student's name and Social Security 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

**E. SNAP (Supplemental Nutrition Assistance Program - formerly known as food stamps) Benefits Confirmation**

- One of the persons listed in Section B of this worksheet received SNAP benefits in 2012 or 2013  
 No SNAP benefits were received in 2012 or 2013 by any one listed in Section B on Page 1

**\*\*\*Please continue to page 4 to complete Section F \*\*\***

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**F. Other Untaxed income not on an IRS Tax Return**

Please complete this section indicating that amount of money received for the entire 2013 tax year if any of these untaxed items apply to student's and/or parent's income:

A. Payments to tax-deferred pensions and savings - amounts reported on W-2 codes D, E, F, G, H, S

Name of Person Who Made the Payment	Total Amount Paid in 2013

B. Child Support Received

List the actual amount of any child support received in 2013 for the children in your household. Do not include foster care, 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 2013

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 2013

D. List the total amount of veterans non-education benefits received in 2013. 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, or the Post-9/11 GI Bill

Name of Recipient	Type of veterans Non-education Benefit	Amount of Benefit Received in 2013

**\*\*\*Please continue to page 5 to complete Section F & G \*\*\***

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

E. List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as worker's 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.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2013

F. 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 2013. Include support from a parent whose information was not reported on the student's 2014-2015 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 2014-2015 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 2013	Source

*If the student is unable to obtain the documentation listed above, he or she must contact the Office of Financial Aid.*

**G. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

*Submit this worksheet to the Tusculum College Office of Financial Aid.  
You should make a copy of this worksheet for your records.*

Note: If we have reason to believe that any information on this form is inaccurate we may require supplemental documentation.