

2016-2017 Dependent Verification Worksheet (V5)

Your 2016–2017 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 2015 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. If the corrections lead to changes in your aid eligibility a revised award letter will be sent. Any corrections made will generate an updated Student Aid Report (SAR).

You must complete, sign and submit this worksheet along with any required documents to the Tusculum College Office of Financial Aid. 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 disbursing Federal Student Aid.

SUBMISSION DEADLINE: June 1, 2016 **Verification paperwork received after this deadline may cause a delay in the processing of funds to your student account.**

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

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

List the people in your parent's household. Include:

- Yourself.
- Your biological or adoptive parent(s) (including step-parent) regardless of marital status if 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, 2017 **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, 2017 (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, 2016, and June 30, 2017. *If more space is needed, please attach a separate page with the student's name and Social Security Number at the top.*

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

Verification of 2015 Income Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

An individual, who is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2015;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; *and*
- A copy of IRS Form W-2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A **2015 IRS Tax Return Transcript** or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

An individual who filed or will file a 2015 income tax return with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government must provide:

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer's income and tax information required to be verified for tax year 2015; **or**
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the 2015 income tax return(s).

C. Verification of 2015 IRS Income Tax Return Information (Parent and Student)

Acceptable documentation: 2015 FAFSA IRS Data Retrieval (IRS DRT) or 2015 Federal Tax Return Transcript. Signed copies of tax forms are not acceptable documentation.

2015 IRS Data Retrieval (IRS DRT) through the FAFSA on the web. This is the best way to verify income.

- 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.
 - If the parents filed separate 2015 tax returns, the IRS DRT cannot be used and the 2015 IRS Tax Return Transcript must be provided for each.
- 3). To obtain an IRS tax return transcript:
 - 1) Online Request- Go to www.IRS.gov, under the Tools heading on the IRS webpage, click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
 - 2) Telephone Request- 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript."
 - 3) Paper Request Form-IRS Form 4506T-EZI or IRS Form 4506-T

It takes 2-3 weeks for a 2015 IRS Tax Transcript to be available for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers. 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 2015 IRS tax return, please complete this section. If parents are married tax information is required for both parents-this includes step-parent.

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

- | | | | | |
|--------------------------|---------|--------------------------|--------|--|
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The student and/or parent has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information to the FAFSA. |
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The student and/or parent 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 to the FAFSA once the 2015 IRS income tax return has been filled. |
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The student and/or parent is <u>unable or chooses not to use</u> the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2015 IRS Federal Tax Return Transcript — <u>not</u> a copy of the income tax return. |
| <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) |

2. **Verification of Income Earned and Other Untaxed Income for 2015 :**

Provide copies of all 2015 IRS W-2 forms received for the student and/or parent. The W-2 is used to determine the correct amount of income earned from work and the untaxed income shown in the boxes 12a through 12d.

- | | | | | |
|--------------------------|---------|--------------------------|--------|---|
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The IRS W-2's are attached to this worksheet. |
| <input type="checkbox"/> | Student | <input type="checkbox"/> | Parent | The IRS W-2's will be submitted on _____. |

Student's Name: _____ SSN: _____

3. **IF YOU OR YOUR PARENT WILL NOT FILE AND ARE NOT REQUIRED TO FILE TAXES** — Complete this section if the student and /or parent will not file and are not required to file a 2015 income tax return with the IRS. Financial Aid is required by the Dept. of Education to review all income whether a tax return is completed or not. W-2's are needed to verify income correctly.

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

- Student Parent Were not employed and had no income earned from work in 2015.
- Student Parent Were employed in 2015 (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 2015. **Please attach copies of all 2015 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 Spouse's Name	Employer's Name	2015 Amount Earned	IRS W-2 Attached?
	<i>Total Amount of Income Earned</i>	\$	

D. Verification of Child Support Paid in 2015

Complete this section if the student and /or parent(s) **paid** child support in 2015.

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 2015 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	Age	Amount of Child Support Paid in 2015
		Total Amount of Child Support Paid		\$

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 2014 or 2015
- No SNAP benefits were received in 2014 or 2015 by any one listed in Section B

*****Please continue to page 4 to complete Section F and G*****

Student's Name: _____ SSN: _____

F. High School Completion Status

Please check the document you will submit to verify your high school completion status when the student will begin college in 2015-2016:

- A copy of your high school diploma
- A copy of your final official high school transcript that shows the date when the diploma was awarded
- A State certificate or transcript received by a student after the student passed a state- authorized examination(GED test, HiSet, TASC, or other state-authorized exam) that the state recognizes as the equivalent of a high school diploma
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document
- An academic transcript that indicates when you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- If State law required a homeschooled student to obtain a secondary credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential
- If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by your parent or guardian, that lists the secondary school courses that you completed and documents the successful completion of a secondary school education in a home school setting

If you are unable to obtain the documentation listed above, you must contact the Office of Financial Aid.

If you have already submitted this documentation or plan to submit to Tusculum, please indicate which office it was or will be submitted and an approximate date:

- Admission Office. Sent (date): _____ OR Will send (date): _____
- Registrar's Office. Sent (date): _____ OR Will send (date): _____
- Other Office: _____ Sent (date): _____ OR Will send (date): _____

G. Certification and Signatures (the student and one parent must sign and date).

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

***Please continue to page 5 to complete Section H.**

Student's Name: _____ SSN: _____

H. Identity and Statement of Educational Purpose

You must verify your identity and sign a statement of Educational Purpose. There are two options for completing this section:

Option 1: Appear in person at Tusculum College (main campus or any site locations) and present a valid government-issued photo identification.

Option 2: If unable to appear in person you must provide an original notarized statement (see reverse side).

OPTION 1 (appear in person)

In order to verify your identity, present a valid government-issued photo identification (ID), such as, but not limited to:

- A driver's license
- Other state-issued ID
- Passport

Tusculum College will maintain a copy of your photo ID that is annotated with the date it was received and the name of the official at the institution authorized to validate your ID.

Statement of Educational Purpose.

You must sign in the presence of a Tusculum College Official:

I certify that I _____ am the individual signing this Statement of
(Print Student's Name)
Educational Purpose and that the Federal student financial assistance I may receive will only be used
for educational purposes and to pay the cost of attending Tusculum College for 2015-2016.

Student's Signature

Date

Student's ID Number

*****FOR INTERNAL USE ONLY*****

Tusculum College Staff ID Verification: Verified by: _____ Date: _____

Valid Government-issued photo ID used to Verify Identity:

___ Driver's License

___ U.S. Passport

___ Other Government/State Issued ID _____
Type of State Issued ID

Please submit the original of Section H; copies are not acceptable (for this section only).

Student's Name: _____ SSN: _____

Option 2 (unable to appear in person)

Identity and Statement of Educational Purpose (To Be Signed With Notary)

If you, the student are unable to appear in person at Tusculum College (main campus or site location) to verify your identity, you must provide:

- (a) A copy of the **valid** government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited, to a driver's license, other state-issued ID, or passport; **and**
- (b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose.
(To Be Signed in the Presence of a Notary)

I certify that I _____ am the individual signing this Statement of

 (Print Student's Name)
 Educational Purpose and that the federal student financial assistance I may receive will only be used for the
 educational purposes and to pay the cost of attending Tusculum College for 2015-2016.

 (Student's Signature) _____ (Date)

 Student's ID Number

Notary's Certificate of Acknowledgement

State of _____
 City/County of _____
 On _____, before me, _____,
 (Date) (Notary's name)
 personally appeared, _____, and provided to me
 (Printed name of signer)
 on basis of satisfactory evidence of identification _____
 (Type of government-issued photo ID provided)
 to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
 (seal) _____
 (Notary signature)

My commission expires on _____
 (Date)

Please submit the original of Section H; copies are not acceptable (for this section only).

