

2017–2018 Verification Worksheet

Dependent Student

Office of Student Financial Aid
 Alumni Hall
 One Saxon Drive
 Alfred, NY 14802-1205
 607-871-2159
 FAX 607-871-2252
www.alfred.edu

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations state that before paying Federal Student Aid, Alfred University must confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, Alfred University 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 to Alfred University’s Office of Student Financial Aid. Upon receipt and review, we may ask for additional information. If you have questions about verification or need assistance with the process, contact the Alfred University Office of Student Financial Aid.

A. Dependent Student (print)

_____	_____	_____	_____
Last Name	First Name	M.I.	AU Student ID#

			Student Phone/Cell Number

B. Student’s Family Information

List below all the people in your parent(s)’ household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with your parent(s).
- 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, 2018.

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, 2017 and June 30, 2018. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Full Name of Family Member	Relationship to Student	Age	Date of Birth	Name of College in 2017-18	U* or G*	Credits per Term
_____	Self	_____	_____	Alfred University	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

*Indicate **U** for undergraduate student and **G** for graduate student.

Dependent Student Name _____

AU Student ID # _____

C. Student’s Income Information to Be Verified

- 1. TAX RETURN FILERS - Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the Office of Student Financial Aid before completing this section.

Instructions: Complete this section if the student filed, or will file, a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to www.FAFSA.gov, log in to the student’s FAFSA record and click on the “Financial Information” tab at the top of the screen. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student’s FAFSA. It takes 2 - 3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and 4 – 6 weeks for paper IRS tax return filers. (If you have questions about whether or how to use the IRS Data Retrieval Tool, contact the Office of Student Financial Aid.)*

You must sign the application with your PIN and click on the “Submit” button to complete this process.

Check the box that applies:

- The student **has used the IRS Data Retrieval Tool** in FAFSA on the Web to transfer 2015 IRS income information into the student’s FAFSA. *Alfred University will use the IRS information that was transferred in the verification process.*
- If the student is **unable or chooses not to use the IRS Data Retrieval Tool**, submit a **2015 IRS Tax Return transcript (not a photocopy of the income tax return)** with this worksheet.

*To obtain a **2015 IRS Tax Return Transcript**, go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." Or call 1-800-908-9946.*

Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a transcript may be requested 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 transcript may be requested within 4 – 6 weeks after the 2015 paper IRS income tax return has been received by the IRS.

- 2. TAX RETURN NONFILERS -** Complete this section if the student will not file and is not required to file a 2015 income 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 the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form.*

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

Dependent Student Name _____

AU Student ID # _____

D. Parent’s Income Information to Be Verified - Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS - Important Note: If the student’s parent(s) filed, or will file, an amended 2015 IRS tax return the Office of Student Financial Aid must be contacted before completing this section.

Instructions: Complete this section if the student’s parent(s) filed, or will file, a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student’s parent(s) has not already used the tool, the parent should go to www.FAFSA.gov, log in to the student’s FAFSA record and click on the “Financial Information” tab at the top of the screen. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student’s FAFSA. It takes 2 - 3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and 4 - 6 weeks for paper IRS tax return filers. (If you have questions about whether or how to use the IRS Data Retrieval Tool, contact the Office of Student Financial Aid.) You must sign the application with your PIN and click on the “Submit” button to complete this process.*

Check the box that applies:

The parent **has used the IRS Data Retrieval Tool** in FAFSA to transfer 2015 IRS income information into the student’s FAFSA. *Alfred University will use the IRS information transferred into the student’s FAFSA to complete the verification process.*

If the parent **is unable or chooses not to use the IRS Data Retrieval Tool** Submit a copy of a **2015 IRS Tax Return transcript(s)** for the parent(s) (**not** photocopies of the income tax return) with this worksheet.
*To obtain a 2015 IRS Tax Return Transcript, go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." Or call 1-800-908-9946.
 Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a transcript may be requested 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 transcript may be requested within 4 – 6 weeks after the 2015 paper IRS income tax return has been received by the IRS. If parents are married, and separate 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.*

2. TAX RETURN NONFILERS - Complete this section if the student’s parent(s) will not file and is not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2015.
- The parent(s) was employed in 2015 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form.*

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

Dependent Student Name _____

AU Student ID # _____

E. Parent’s Other Information

1. SNAP (Food Stamps) - Complete this section if one or more of the student’s family members listed in Section B of this form received benefits from the Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps) any time during the 2015 and/or 2016 calendar years.

Check this box if one of the persons listed in Section B of this worksheet received SNAP benefits in 2015 and/or 2016. If asked by Alfred University, I (we) agree to provide documentation of the receipt of SNAP benefits during 2015 and/or 2016.

2. Child Support Paid - Complete this section if one of the student’s parents paid child support in 2015.

Check this box if one (or both) of the student’s parents listed in Section B of this worksheet paid child support in 2015. Indicate below the name of the person who paid the child support, the name of the person 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 that was paid in 2015 for each child. If requested by Alfred University, I (we) agree to provide documentation of the payment of child support.

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 2015
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

F. Other Information Needed For Verification (please provide only if box is checked):

Other: _____

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.

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

 Student’s Signature

 Date

 Parent’s Signature

 Date

*Submit this worksheet to the Alfred University Office of Student Financial Aid.
 You should make a copy of this worksheet for your records.*