

2017 – 2018 Verification Worksheet Independent Student V-1

Student Financial Aid & Scholarships P. O. Box 629 Grambling, LA 71245 Toll Free: 800-569-4714 Fax: 318-274-3358 www.gram.edu

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information your Financial Aid Administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information will be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. We 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. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's G Number
Student's Street Address	(include apt. no.)	Student's Social Security Number	
City	State	Zip Code	Student's Date of Birth
Student's Home Phone N	umber (include area code)	Student's Alternate or Cell Phone Number	

B. Number of Household Members and Number in College

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children (if any) if you will provide more than half of their support from July 1, 2017, through June 30, 2018.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Please include in the space below information about any household member who is, or will be enrolled <u>at least half time</u>, in a degree, diploma, or certificate program at an eligible Postsecondary Educational Institution any time between July 1, 2017, and June 30, 2018. Include the name of the College.

If more space is needed, attach a separate page with your name and G Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Christa Jones (example)	28	Wife	Central University	Yes
		Self		

C. Verification of 2015 Income Information for Student Tax Filers

1. TAX RETURN FILERS — Complete this section if you (or your spouse, if married) <u>filed or will file</u> a 2015 Income Tax Return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

If you and your spouse filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and you must provide a 2015 IRS Tax Return Transcript for each (you and your spouse).

Check the box that applies:

| have used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into my FAFSA.

] I have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into my FAFSA.

I am <u>unable or choose not to use</u> the IRS DRT in FAFSA on the Web, and I will submit to Grambling a **2015 IRS Tax Return Transcript**—not a photocopy of the *Income Tax Return*.

A 2015 IRS Tax Return Transcript may be obtained through:

- <u>Get Transcript by MAIL</u> Go to <u>www.irs.gov</u>, under the Tools heading, 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."
- Get Transcript ONLINE Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript
- ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- <u>Automated telephone Request</u> 1-800-908-9946

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the Tax Return Transcript within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS.

2. NON TAX RETURN FILERS — Complete this section if you will not file and is <u>not required</u> to file a 2015 Income Tax Return with the IRS.

Check the box that applies:

I (if married, and my spouse) was not employed and had no income earned from work in 2015.

I (if married, and/or my spouse) was employed in 2015 and have listed below the names of all my employers, and the amount earned from each employer in 2015, whether an IRS W-2 form is provided. **Please attach copies of all 2015 IRS W-2 forms issued by your employers**. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and G Number at the top.*

Employer's Name	IRS W-2 Provided?	2015 Amount Earned
ABC's Auto Body Shop (example)	Yes (example)	\$2,000.00 (example)
Total Amount of Income Earned from Work		\$

Provide documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

_ check here if confirmation of nonfiling is provided.

____ check here if confirmation of nonfiling will be provided later.

D. Certification and Signature

Signing below, I certify that all of the information reported on this worksheet is complete and correct. The student must sign and date this worksheet.

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

Student's Signature

Date

Spouse's Signature (optional)

Date

Submit this worksheet to the Financial Aid Office at Grambling State University

You should make a copy of this worksheet for your records.