



Your 2016–2017 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 and your parents 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 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 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.

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 Number (include area code)			Student's Alternate or Cell Phone Number

- 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, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. 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, 2017.

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

[illegible]

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If you filed, or will file, an amended 2015 IRS Tax Return, you must contact your Financial Aid Administrator before completing this section.

Instructions: Complete this section if you, 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 you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS Income Tax information into your 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 8-11 weeks for paper IRS Tax Return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your Financial Aid Administrator.*

Check the box that applies:

- ☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into my FAFSA. *Grambling will use the IRS information that was transferred in the verification process.*
- ☐ I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into my FAFSA once I have filed a 2015 IRS Tax Return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Grambling cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool 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. *To obtain an IRS Tax Return Transcript, go to www.irs.gov. Under the Tools heading on the homepage, click "Get a Tax Transcript" (now click "Get Transcript by MAIL"), or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS Tax Return was filed).*
- ☐ I have attached my 2015 IRS Tax Return Transcript to this worksheet.
- ☐ I will submit my 2015 IRS Tax Return Transcript to Grambling later. *Verification cannot be completed until the IRS Tax Return Transcript has been submitted to the Financial Aid Office.*

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

Check the box that applies:

- ☐ I was not employed and had no income earned from work in 2015.
- ☐ I 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 they 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	2015 Amount Earned	IRS W-2 Attached?
ABC's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)
Total Amount of Income Earned from Work	\$	

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 your parent(s), filed or will file, an amended 2015 IRS Tax Return, your Financial Aid Administrator must be contacted before completing this section.

Instructions: Complete this section if your 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 your parent(s) has not already used the tool, your parent and you should go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if your parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS Income Tax information into your 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 8-11 weeks for paper IRS Tax Return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see your Financial Aid Administrator.*

Check the box that applies:

- ☐ My parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into my FAFSA. *Grambling will use the IRS information transferred into my FAFSA to complete the verification process.*
- ☐ My parent has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into my FAFSA once my parent's IRS Tax Return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The Financial Aid Administrator cannot complete verification until my parent has transferred IRS information into my FAFSA.*
- ☐ My parent is unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to Grambling a copy of his/her **2015 IRS Tax Return Transcript(s)**—not photocopies of the Tax Return. *To obtain an IRS Tax Return Transcript go to www.irs.gov. Under the Tools heading on the homepage, click "Get a Tax Transcript" (now click "GET Transcript by MAIL"), or call 1-800-908-9946. Make sure you order the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Your parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS Tax Return was filed). If your parents are married, and a separate 2015 Tax Returns was filed, you must submit a 2015 IRS Tax Return Transcript for each parent.*
- ☐ My parent(s) has attached his and/or her 2015 IRS Tax Return Transcript(s) to this worksheet.
- ☐ My parent(s) will submit his and/or her 2015 IRS Tax Return Transcript(s) to Grambling later. Verification cannot be completed until the IRS Tax Return Transcript(s) has been submitted to the Financial Aid Office.

2. NON TAX RETURN FILERS—Complete this section if your parent(s) will not file and is not required to file a 2015 Income Tax Return with the IRS.

Check the box that applies:

- ☐ My parent(s) was not employed and had no income earned from work in 2015.
- ☐ My parent(s) was employed in 2015 and has listed below the names of all his/her 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 his/her employer(s).** *List every employer even if they 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	2015 Amount Earned	IRS W-2 Attached?
ABC's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)
Total Amount of Income Earned from Work	\$	

Student's Name: _____ G#: _____

E. Receipt of SNAP Benefits and Child Support Paid

1. I certify that _____, a member of my parent's household, received benefits from the Supplemental Nutrition Assistance Program (SNAP - formerly known as food stamps) sometime during the 2014 or 2015 calendar years.

Note: If the Financial Aid Office has 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 2014 or 2015.

2. If one or both of the parents (included in the household), paid child support in 2015, provide in the space 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 and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

Note: If the Financial Aid Office has reason to believe that the information regarding the child support paid is inaccurate, we may require additional documentation, such as: 1) a signed statement certifying the amount of child support received; or 2) copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

If you need more space, attach a separate page that includes your name and G Number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Age of Child for Whom Support Was Paid		Annual Amount of Child Support Paid in 2015
<i>Frank Jones (example)</i>	<i>Missy Smith (example)</i>	<i>Terry Jones</i>	<i>10</i>	<i>\$6,000.00</i>
Total Amount of Child Support Paid				\$

F. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2016–2017:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript. ***Grambling State University only accept GED certificate or Transcript from a student that is 25 years or older.***
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion 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 the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

Student's Name: _____ **G#:** _____

C. Identity and Statement of Educational Purpose (To Be Signed at Grambling)

The student must appear in person at Grambling State University to
(Name of Postsecondary Educational Institution)
verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.
In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

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

If the student is unable to appear in person at Grambling State University to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as , but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

State of _____

City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and proved to me
(Printed name of signer)

on the 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)

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the
(Print Student's Name)

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending
Grambling State University for 2016–2017.

(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

(Authorized Financial Aid Administrator's Signature)

(Date)

Student's Name: _____ G#: _____

H. Certification and Signatures

Each person signing below on this worksheet certifies that all of the information reported on it 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 on this worksheet, you may be fined, sent to prison, or both.

Student's Signature

Date

Parent's Signature

Date

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

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