



### 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](http://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](http://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?
<i>ABC's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>
<i>Total Amount of Income Earned from Work</i>	<i>\$</i>	

3. *STUDENT'S ADDITIONAL FINANCIAL INFORMATION* - List items reported in question 44 of the Free Application for Federal Student Aid (FAFSA) in this section. These items should include Taxable earnings from Federal Work-Study, or other need-based work programs, such as fellowships, & assistantships; student grants, & scholarships aid including AmeriCorps awards that were reported in your adjusted gross income.

Sources	2015 Amount	Sources	2015 Amount
Need Based Employment	\$	Combat Pay	\$
Grants & Scholarship Aid	\$	Co-op Earnings	\$

4. *STUDENT'S UNTAXED INCOME* - List items reported in question 45 of the Free Application for Federal Student Aid (FAFSA) in this section. These items should include funds received for child support, military allowances, clergy housing and living allowances, veterans non-educational benefits and other untaxed income.

Source of Untaxed Income	2015 Amount	Source of Untaxed Income	2015 Amount
Child Support Received	\$	VA Non-Educational Benefit	\$
Tax-Deferred Pension	\$	Other Untaxed Income	\$
Military & Clergy Allowance (Housing, Food, etc)	\$	Money Rec'd or Paid on applicant's behalf	\$

**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](http://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](http://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, a 2015 IRS Tax Return Transcript must be submitted 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)
<i>Total Amount of Income Earned from Work</i>	\$	

**E. Parent's Other Information to be Verified**

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. **Yearly Amount:** \$ \_\_\_\_\_

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 and/or received** 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. *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>
<b>Total Amount of Child Support Paid/Received</b>			<b>\$</b>

3. ***PARENT'S ADDITIONAL FINANCIAL INFORMATION*** - List items reported in question 93 of the Free Application for Federal Student Aid (FAFSA) in this section. These items should include Taxable earnings from Federal Work-Study, or other need-based work programs, such as fellowships, & assistantships; student grants, & scholarships aid including AmeriCorps awards that were reported in your adjusted gross income.

Sources	2015 Amount	Sources	2015 Amount
Need Based Employment	\$	Combat Pay	\$
Grants & Scholarship Aid	\$	Co-op Earnings	\$

4. ***PARENT'S UNTAXED INCOME*** - List items reported in question 94 of the Free Application for Federal Student Aid (FAFSA) in this section. These items should include funds received for child support, military allowances, clergy housing and living allowances, veterans non-educational benefits and other untaxed income.

Source of Untaxed Income	2015 Amount	Source of Untaxed Income	2015 Amount
Tax-Deferred Pension	\$	Other Untaxed Income	\$
Military & Clergy Allowance (Housing, Food, etc)	\$	Money Rec'd or Paid on applicant's behalf	\$
VA Non-Educational Benefit	\$		

**F. 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, sent to prison, or both.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date