



2015–2016 Standard Verification Worksheet

V1- Dependent Student

Your 2015–2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". The Financial Aid Office at your college must compare information from your FAFSA with information you provide on this worksheet and with any other required documents. If there are differences, your Financial Aid Office may require additional documentation and your FAFSA information may need to be corrected. You may not receive federal financial aid until all verification requirements are met and the necessary corrections made.

What You Should Do

1. If you or your parent(s) are tax filers, obtain a **2014 IRS Tax Return Transcript** for yourself, and your parent(s). The Financial Aid Office cannot accept preparer's copies of the required tax documents. You may obtain an IRS Tax Return Transcript online at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-908-9946. Make sure you request an IRS Tax Return Transcript and NOT an IRS Tax Account Transcript.
Important Note: If you used the IRS Data Retrieval Tool to transfer your IRS income data into your FAFSA, you may not have to submit the IRS Tax Return Transcript.
2. Complete all sections of this worksheet – you and one of your parents must sign the certification (Section F) on page 3 of the worksheet.
3. Submit the completed worksheet, tax return transcript(s), and any other required documents to the Financial Aid Office at your college.

A. Student's Information

| | | | |
|---------------------------------------------|------------|-------------------------|----------------------------------|
| Student's Last Name | First Name | M.I | Student's Social Security Number |
| | | | |
| Student's Street Address (include apt. no.) | | Student's CUNYfirst ID# | |
| | | | |
| City, State, Zip Code | | Student's Date of Birth | |
| | | | |
| Student's Phone Number (include area code) | | Student's Email Address | |
| | | | |

B. Parents' Household Information

List the people your parents will support between July 1, 2015 and June 30, 2016. Include:

- Yourself and your parent(s)
- Your parent(s)' other children if (a) your parent(s) provide more than half of their support, or (b) if the other children would be required to provide parental information if they are completing a FAFSA for 2015–2016. 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) now provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

Write the name of the college below for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2015, and June 30, 2016.

If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.

| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time |
|----------------------------|-----------|---------------|-------------------------|-------------------------------------|
| <i>Example: Jane Smith</i> | <i>18</i> | <i>Sister</i> | <i>State University</i> | <i>Yes</i> |
| | | Self | | |
| | | | | |
| | | | | |
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| | | | | |

| | |
|----------------------|-----------------------------------|
| Student Name: | Student SSN: XXX-XX- _____ |
|----------------------|-----------------------------------|

C. Student's Income Information to Be Verified

NOTE: If you filed (or will file) an amended 2014 IRS tax return, you must contact the Financial Aid Office at your college before completing this section.

Check the box that applies:

- I used the IRS Data Retrieval Tool in FAFSA-on-the-Web to transfer 2014 IRS income tax information into my FAFSA. *[The income tax information from your FAFSA will be used to complete the verification process.]*
- I did not (or could not) transfer my 2014 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2014 IRS Tax Return Transcript** to this worksheet.
- I have not filed (and am not required to file) a 2014 federal income tax return and I had no income earned from work in 2014.
- I have not filed (and am not required to file) a 2014 federal income tax return, but I had income earned from work in 2014 as listed below. *[List every employer and the amounts earned in 2014, even if they did not issue an IRS Form W-2. Attach copies of all 2014 IRS Forms W-2 that were issued to you by employers.]*

If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.

| Employer's Name | 2014 Amount Earned | 2014 IRS Form W2 Attached? |
|-----------------------------|--------------------|----------------------------|
| <i>Example: ABC Company</i> | <i>\$1367.75</i> | <i>Yes</i> |
| | | |
| | | |
| | | |

D. Parent(s)' Income Information to Be Verified

NOTE: Provide the requested income information for each parent/stepparent listed in Section B of this worksheet. Notify your Financial Aid Office if your parents had a change in marital status after December 31, 2014 or if your parent(s) filed (or will file) an amended 2014 IRS tax return.

Check the appropriate box (or boxes):

- I/we used the IRS Data Retrieval Tool in FAFSA-on-the-Web to transfer 2014 IRS income tax information into the FAFSA. *[The income tax information from the FAFSA will be used to complete the verification process.]*
- I/we did not (or could not) transfer my/our 2014 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached a copy of my/our **2014 IRS Tax Return Transcript** to this worksheet. *[Note: if your parents filed a joint tax return, but you reported your parent's marital status on the FAFSA as separated, divorced or widowed, you must include copies of all IRS Form W-2s with the tax transcript.]*
- I/we have not filed (and are not required to file) a 2014 federal income tax return and I/we had no income earned from work in 2014.
- I/we have not filed (and are not required to file) a 2014 federal income tax return but I/we had income earned from work in 2014 as listed below. *[List every employer and the amounts earned in 2014, even if they did not issue an IRS Form W-2. Attach copies of all 2014 IRS Forms W-2 that were issued to you by employers].*

If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.

| Employer's Name | 2014 Amount Earned | 2014 IRS Form W2 Attached? |
|-----------------------------|--------------------|----------------------------|
| <i>Example: ABC Company</i> | <i>\$1367.75</i> | <i>Yes</i> |
| | | |
| | | |
| | | |

| | |
|----------------------|-----------------------------------|
| Student Name: | Student SSN: XXX-XX- _____ |
|----------------------|-----------------------------------|

E. Other Information to Be Verified

1. Complete this item if one of the persons listed in Section B received benefits from the **Supplemental Nutrition Assistance Program or SNAP** (formerly known as food stamps) any time during the 2013 or 2014 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2013 or 2014. If asked by my college, I will provide documentation of the receipt of SNAP benefits during 2013 and/or 2014.

2. Complete this item if one of your parents PAID **child support** in 2014.

I/we paid child support in 2014 and have listed below the requested information for each child to whom child support was paid. If asked by my college, I/we will provide additional documentation of the payment of child support. *[Do not include child support paid for children listed on your FAFSA as part of your household size.]*

If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN 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 | Amount of Child Support Paid in 2014 |
|----------------------------------------------|------------------------------------------------------|--------------------------------------------------------|---------------------------------------------|
| <i>Example: Mary Smith</i> | <i>John Smith</i> | <i>Joseph Smith</i> | <i>\$5000</i> |
| | | | |
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| | | | |

F. Certification and Signatures – Student and one parent must sign

We certify that all of the information reported on this worksheet is complete and correct. We understand that if we purposely give false or misleading information, we could be fined, jailed, or both.

| | |
|--------------------------|-------------|
| Student Signature | Date |
| | |
| Parent Signature | Date |
| | |

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Financial Aid Office at your college.

You should make a copy of this worksheet and all submitted documents for your records.