

Snead State Community College



2018-2019 Dependent Student Verification Worksheet

Your 2018-2019 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, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

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

B. Dependent Student's Family Information

List below 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, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. 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 parents and the **parents provide more than half of their support** and will continue to provide more than half of their support through June 30, 2019.

List all members of your parent's household. Include all people who live in your household including siblings/step-siblings and parents or parent and step parent. Include the name of the college for any household member (excluding your parents) 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, 2018, and June 30, 2019, include the name of the college. *If more space is needed, attach a separate page with the student's name and Student number or SSN at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Snead State Community College</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student’s Income Information to Be Verified – Complete either section #1 or section #2, NOT both.

Important Note: Notify the financial aid office if the student filed or will file an amended 2016 IRS tax return before completing this section.

- Instructions:** Complete this section if the student and spouse filed or will file a 2016 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2016 IRS income tax return information for the IRS Data Retrieval Tool is available within 2 -3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS Data Retrieval Tool within 8 – 11 weeks after the 2016 paper IRS income tax return has been received by the IRS.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return Information into the student’s FAFSA once the 2016 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a 2016 IRS Tax Return Transcript.

To obtain a **2016 IRS Tax Return Transcript**, go to www.irs.gov and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the “**IRS Tax Return Transcript**” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (Normally this will be the address used on the 2016 IRS income tax return). In most cases, for electronic filers, a 2016 IRS Tax Return Transcript may be requested from the IRS with 2 – 3 weeks after the 2016 IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS Tax Return Transcript may be requested within 8 -11 weeks after the 2016 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2016 IRS income tax returns, 2016 IRS Tax Return Transcripts must be provided for each.

- Check here if the student’s IRS tax return transcript and W2-Form(s) are attached to this worksheet.
- Check here if the student’s IRS tax return transcript and W-2 Form(s) will be provided later.

- Tax Return Nonfilers:** Complete this section if the student **will not file and is not required to file** a 2016 income tax return with the IRS.

- The student **was not employed and had no income earned** from work in 2016.
- The student **was employed** in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. **(Provide copies of all 2016 IRS W-2 forms issued to the student by their employer(S).)** List every employer even if the employer did not issue and IRS W-2 form.

Employer’s Name	2016 Amount Earned	IRS W-2 Provided?
Suzy’s Auto Body Shop (example)	\$2,000.00 (example)	Yes

Note: We may require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS. This documentation “Verification of Non-Filing” can be obtained via IRS Form 4506-T by checking box 7.

D. Parent's Income Information to be Verified – Complete either section #1 or section #2, NOT both.

Important Note: The instructions below apply to **each parent** included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

- 1. Instructions:** Complete this section if the parents filed or will file a 2016 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS Data Retrieval Tool if that information was not changed.

Check the box that applies:

- The parents have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a 2016 IRS Tax Return Transcript(S).

A 2016 IRS Tax Return Transcript may be obtained through one of the following methods:

- **Online Request** - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- **IRS2Go App** – Apple Online Store or Google Play Store
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2016 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2016 IRS income tax returns, 2016 IRS Tax Return transcripts must be provided for both.

- Check here if a 2016 IRS Tax Return Transcript(s) and W-2 form(s) are provided
- Check here if a 2016 IRS Tax Return Transcript(S) and W-2 form(s) will be provided later.

2. **Tax Return Nonfilers:** The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

Neither parent was employed, and neither had income earned from work in 2016.

One or both parents **were employed** in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. **(Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers).** List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes

Note: We may be required to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS. This documentation can be obtained via IRS Form 4506-T by checking box 7.

Verification of 2016 Income Information for Individuals with Unusual Circumstances

Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2016, provide **both** of the following:

- A signed copy of the original 2016 IRS Tax Return Transcript for the 2016 tax year; and
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity who is not able to obtain a 2016 IRS Tax Return Transcript or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2016 IRS income tax return information.

Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS, provide **all** of the following documents:

A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016;

A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016; and

A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

E. Parent's Other Information to Be Verified. Both #1 and #2 MUST be answered.

1. Receipt of SNAP Benefits (formerly known as Food Stamps) - Check the box that applies:

The parents certify that no one in this household received SNAP Benefits during 2015 or 2016.

The parents certify that a member of the parents' household (listed in Section B of this worksheet), received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2015 or 2016.

Note: If we have 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 2015 or 2016.

2. Child Support Paid – If one of the parents included in the household (including step-parent) or the student paid child support in 2016, list 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 of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2016 for each child. If more space is needed, provide a separate page that includes the student's name and Id Number at the top.

If no one in the household pays support, put N/A in the space.

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 2016
Marty Jones	Chris Smith (example)	Terry Jones	\$6,000.00 (example)

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as: 1) a copy of the separation agreement or divorce decree that shows the amount of child support to be provided; 2) a statement from the individual receiving the child support certifying the amount of child support received; or 3) copies of the child support payment checks or money order receipt.

F. Certifications and Signatures

Each person signing below certifies that all of the information reported 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 you may be fined, be sentenced to jail, or both.

Print Student's Name

Student Number

Student's Signature

Date

Parent' Signature

Date

*This form should be submitted to the
Snead State Community College
Financial Aid Office
P.O. Box 734
Boaz, Alabama 35957*