



## 2016-2017 Dependent Verification Worksheet

Student Last Name

First Name

M.I.

Student SSN#

### A. HOUSEHOLD INFORMATION

List the people of your parents' household below. Include:

- ❖ Yourself (the student).
- ❖ Your parents (including a stepparent), even if you don't live with your parents.
- ❖ Your parents' other children, if any, 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 your parents' information if the other child were completing a FAFSA for 2016-2017. Include children who meet either of these standards, even if they do not live with your parents.
- ❖ Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

For any household member that you list below, excluding the parents, 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, 2016, and June 30, 2017, include the name of the college.

*(If more space is needed, attach a separate page with the student's name and SSN# at the top)*

Full Name	Age	Relationship to Student	College	Enrolled at Least Half Time between 7/1/15 and 6/30/2017 (Yes or No)
Marty Jones (example)	28	Brother	Central University	Yes
		Self		

**Important Note:** The instructions below apply to the student and the parents (as well as a step-parent if the parent is remarried).

### 2015 FILING STATUS FOR DEPENDENT STUDENTS

Special Circumstance:

- Check here if for the 2015 tax year, you and/or your parents-were granted a filing extension, filed an amended tax form, was a victim of identity theft, or if you filed a non-IRS Income Tax Return. (If you check this box, we must have a completed "Verification of Unusual Tax Circumstances" form).

**PLEASE CHECK ONE FOR STUDENT & ONE FOR PARENT AND FOLLOW ALL INSTRUCTIONS**

### B. STUDENT INCOME INFORMATION

**2015 Student Non-Filers (if you filed a 2015 Tax Return skip this and got to the next page)**

- I did not (and was not required to) file taxes in 2015-I did not have any income earned from work in 2015.
- I did not (and was not required to) file taxes in 2015; however, I was employed. I have listed below the Employer name, the 2015 amount earned and if I can provide a 2015 W-2 for the employer. **Provide copies of all 2015 IRS W-2 forms issued to the student by their employers.** List all employers, even if the employer did not issue a 2015 IRS W-2 Form.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (Example)	\$2,000.00	Yes

### 2015 Student Federal Income Tax Filers

Complete this section if the student filed or will file a 2015 IRS income tax return(s). *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 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

I filed taxes in 2015 (**and**)

I have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2015 IRS income information into my FAFSA (either on the initial FAFSA or a correction to the FAFSA).

I have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my 2015 IRS income information into my FAFSA once I have filed my 2015 Federal Tax Return.

I am unable to use the IRS Data Retrieval Tool, and I will submit copies of my 2015 Federal Tax return Transcript (**NOT** a copy of the tax return form) to Calvary. (*To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and under the Tools heading click “Get a Tax Transcript”.*) Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”

### C. PARENT INCOME INFORMATION

#### 2015 Parent Non-Filers

My parents did not file 2015 Federal Taxes (nor were they required to do so) – Neither had any income from work in 2015.

My parents did not file 2015 Federal Taxes (nor were they required to do so); however, one (or both) was employed in 2015. I have listed below the Employer name, the 2015 amount earned and if I can provide a 2015 W-2 for the employer. **Provide copies of all 2015 IRS W-2 forms issued to the parent(s) by their employers.** List all employers, even if the employer did not issue a 2015 IRS W-2 form.

Employer’s Name	2015 Amount Earned	Employee (mother/father)	IRS W-2 Provided?
Suzy’s Auto Body Shop (example)	\$2,000.00	Mother	Yes

#### 2015 Parent Income Tax Filers

Complete this section if the student’s parent(s) filed or will file a 2015 IRS income tax return(s). *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 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

If the parents filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s)** must be provided for each.

My Parent(s) filed taxes in 2015 (**and**)



- My parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into my FAFSA (either on the initial FAFSA or a correction the FAFSA).
- My parent(s) have not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into my FAFSA once they have filed my 2015 Federal Tax Return.
- My parent(s) are unable to use the IRS Data Retrieval Tool, and I will submit copies of their 2015 Federal Tax return Transcript(s) (*NOT a copy of the tax return form*) to Calvary. (*To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and under the Tools heading click "Get a Tax Transcript"*). Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- My parents filed separately in 2015 and I will be providing their 2015 Federal Tax Return Transcripts for each along with copies of their W-2's.

**D. SIGNATURES & CERTIFICATION**

Each person signing below certifies that all of the information reported is complete and correct.

**WARNING: If you purposefully give false or misleading information you may be fined, be sentenced to jail, or both.**

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**Student Signature (Required)** **Date**

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**Parent Signature (Required)** **Date**