



## 2016-2017 Standard Verification Worksheet Independent Student

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process, we are required by federal law to compare the information from your FAFSA application with the information provided on this form and your tax information (and your spouse's if you are married). If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Student Financial Assistance. We cannot process your financial aid until verification has been completed.

### A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	W Student's University Identification Number
Student's Street Address (include Apt #)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Alternate or Cell Phone Number

### B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children or spouse's children if you or your spouse will provide more than half of the children's support from July 1, 2016 through June 30, 2017, even if the children do not live with the student.
- Other people if they live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certification program at an eligible post-secondary educational institution any time between July 1, 2016, and June 30, 2017. *If more space is needed, provide a separate page with the student's name and university ID at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self		

**C. Independent Student's Income Information to be Verified**

1. **TAX RETURN FILERS – Important Note:** If you (or your spouse, if married) 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, the student, **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 (DRT) that is part of the 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 DRT to transfer 2015 IRS income tax information into your FAFSA. It takes up to three weeks for IRS income information to be available for the DRT for electronic IRS tax return filers, and up to eight 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 my (and, if married, my spouse's) 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- ☐ I, the student, **have not yet used** the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA once I have filed my 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.*
- ☐ I, the student, am **unable or choose not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2015 IRS tax return transcript(s)** – not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://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." 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 your 2015 IRS tax return was filed). It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse.*

2. **TAX RETURN NONFILERS ONLY** – Complete this section if you, the student (and, if married, your spouse), will not file and **are not required** to file a 2015 income tax return with the IRS. ***We may require you to provide documentation from the IRS that indicates a 2015 income tax return was not filed with the IRS.***

**Check the box that applies:**

- ☐ I, (and, if married, my spouse) was not employed and had no income earned from work in 2015.
- ☐ I, (and/or my spouse if married) was employed in 2015 and has listed below the names of all employers and the amount earned from each employer in 2015. Attach copies of all 2015 W-2 forms issued to you (and, if married, your spouse) by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and university ID at the top.

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

Student's Name: \_\_\_\_\_ University ID: W \_\_\_\_\_

**D. Independent Student's Other Information to be Verified**

1. Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance program or SNAP (formerly known as food stamps) any time during 2014 or 2015 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

2. Complete this section if you or your spouse, if married, paid child support in 2015.

☐ Either I, or if married my spouse who is listed in Section B of this worksheet, paid child support in 2015. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by my school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes your name and university ID at the top.*

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 2015

**Please note: If we have reason to believe the information regarding the receipt of SNAP benefits or the child support paid is not accurate, we may require additional documentation.**

**E. Certification and Signature**

**Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

I certify that all the information reported on this worksheet is complete and correct.

\_\_\_\_\_  
**Student's Signature (Required)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse's Signature (Optional)**

\_\_\_\_\_  
**Date**

Please submit this worksheet and supporting documentation to the Office of Student Financial Assistance, 1001 Leadership Place, Killeen, Texas 76502 or via fax: 254-519-5733. Please maintain a copy of this worksheet for your records.