



**2016–2017 Fayetteville State University
Dependent Student Verification Worksheet**

Your financial aid application was selected for review in a process called “Verification.” Verification is mandated by the U.S. Department of Education and Fayetteville State University may select your financial aid application for institutional verification process. Verification requires Fayetteville State University’s Office of Financial Aid to collect additional documentation to check the accuracy of the information you submitted on the FAFSA before a financial aid award can be made to you. **All verification documents must be attached to this form and returned to Fayetteville State University’s Office of Financial Aid within 5 days of receipt of the Missing Documents request and no later than the priority deadline of June 17, 2016.** Failure to submit ALL required verification documents will result in your financial aid award being delayed.

A. Dependent Student Information Verification

Student’s Last Name	Student’s First Name	Student’s M.I.	Banner ID 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 Cell Phone Number

B. Dependent Student Verification of Family Information: Include:

- You, the student.
- The parents (including a stepparent) even if you, the student, do not live with the parents.
- The parents’ other children if the parents 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 parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the 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, 2017.

Please write the name, age, relationship of each family member on the lines below that will be living in your parent(s) household through June 2017. Also, write the name of the college if the family member 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. If additional space is needed, please write on a separate page.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time for 2016-2017. Yes or No
		<i>Self</i>	<i>Fayetteville State University</i>	

**** Fayetteville State University’s Office of Financial Aid 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. 2015 Dependent Student Income Verification

Tax Filers: The instructions below apply to the student.

Instructions: Complete this section if you, 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-Federal Student Aid application at www.FAFSA.ed.gov. Please see the attached instruction on how to retrieve your 2015 tax information by using the IRS Data retrieval process.* In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- I will not be required to file a 2015 IRS Tax Return per IRS federal guidelines.
- I have used or will use the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the my FAFSA.
- I am unable to use the IRS Data Retrieval due to the following reasons: I have filed an amended tax return or I have filed a foreign tax return. I have attached a copy of my 2015 Federal Tax Return Transcript.

Nontax Filers: If you worked in 2015 you **MUST** attach a copy of ALL 2015 W-2(s).

Check the box that applies:

- I was not employed and had no income earned from work in 2015.

Source of Annual Untaxed Income Received	Amount of Annual Untaxed Income Received in 2015
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	
Student grant and scholarship aid reported to the IRS in your and/ or your parents' adjusted gross income.	
Combat pay or special combat pay. Only enter the amount that was taxable and included in you/your parents' adjusted gross income.	
Earnings from work under a cooperative education program offered by a college.	
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 <u>Boxes 12a through 12d, codes D, E, F, G, H, and S</u>	
Child support received for ALL children.	
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). BAS should be included not BAH.	
Veterans' non education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC).	
Other untaxed income- such as workers' compensation, disability, etc. Also, include the untaxed portions of health savings accounts.	
Other- money received or paid on your behalf.	

Student's Name: _____ Banner ID: _____

D. 2015 Dependent Student Parent's Income Verification

Tax Filers: 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 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015 by Email: finaid@uncfsu.edu.

Instructions: Complete this section if the parents 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.ed.gov. Please see the attached instruction on how to retrieve your 2015 tax information by using the IRS Data retrieval process.* In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- The parent(s) will not be required to file a 2015 IRS Tax Return per IRS federal guidelines.
- The parent(s) have used or will use the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the my FAFSA.
- The parent(s) is unable to use the IRS Data Retrieval due to the following reasons: The parent(s) has filed an amended tax return, the parent(s) has a tax filing status of married filing separately or the parent has filed a foreign tax return. The parent (s) has attached a copy of their 2015 Federal Tax Return Transcript.

Nontax Filers: If you worked in 2015 you **MUST** attach a copy of ALL 2015 W-2(s).

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2015.

Source of Annual Untaxed Income Received	Amount of Annual Untaxed Income Received in 2015
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	
Student grant and scholarship aid reported to the IRS in you/your parents' adjusted gross income.	
Combat pay or special combat pay. Only enter the amount that was taxable and included in you/your parents' adjusted gross income.	
Earnings from work under a cooperative education program offered by a college.	
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 <u>Boxes 12a through 12d, codes D, E, F, G, H, and S.</u>	
Child support received for ALL children.	
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). BAS should be included not BAH.	
Veterans non education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC).	
Other untaxed income- such as workers' compensation, disability, etc. Also include the untaxed portions of health savings accounts.	
Other- money received or paid on your behalf.	

Student's Name: _____ Banner ID: _____

E. 2015 Dependent Student SNAP Benefits Verification

Complete this section if someone in the dependent student's parents' household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP.

Did not receive SNAP Benefits

I, the parent, certify that a member of my household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2014 or 2015.

**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 2014 or 2015.

F. 2015 Dependent Student Child Support Verification

Complete this section if one or both of the parents included in the household (listed in Section B) or the student paid child support in 2015. 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 2015 for each child.

Does Not Apply. *Please do not include child support paid for children included in the household in Section B.

If more space is needed, provide a separate page that includes the student's name and ID number 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 in 2015	Amount of Child Support Paid in 2015

**If Fayetteville State University's Office of Financial Aid has reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

G. Certification and Signatures

Each person signing this worksheet 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 this form.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both and lose your financial aid funding.

Student's Signature

Date

Parent's Signature

Date

Please make a copy of this worksheet for your records.

Submit this worksheet to:

Office of Financial Aid • Fayetteville State University • 1200 Murchison Road • Fayetteville, NC • 28301
Phone: (910) 672-1325 • Fax: (910) 672-1423 • Email Address: finaid@uncfsu.edu

INSTRUCTIONS FOR USING THE IRS DATA RETRIEVAL TOOL

- 1) Access your 2016-2017 FAFSA application at www.fafsa.ed.gov
- 2) Enter your FSA ID
- 3) Click on the Start 2016-2017 FAFSA button
- 4) Click the Next button to start entering your Student Demographic Information
- 5) To access the IRS Data Retrieval Tool
 - a. Click the Financial Information TAB
 - If you are a dependent student you will be directed to the Parent Financial Information section first and then to the Student Financial Information section.
- 6) Answer the IRS Data Retrieval Tool questions.
- 7) Click the option to Link To The IRS.
- 8) You will receive a message that you are leaving your FAFSA application and going to the IRS web site.
 - a. Click OK.
- 9) You must answer the following questions on the IRS Data Retrieval Site:
 - a. 2015 Filing Status- Single, Married Filing Jointly, Married Filing Separately, Head of Household
 - b. Exact address used on your 2015 Tax Return
 - c. Click submit
 - d. Your 2015 tax information will populate the screen
 - e. Click transfer my tax information into the FAFSA application
 - f. Click Transfer Now
 - **DO NOT** make any changes to the information transferred from the IRS Data Retrieval process. No further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.
- 10) Add Wage information from your 2015 W-2 (s) in the Income Information section.
 - a. Click Next.
- 11) Enter your FSA ID
- 12) Click Agree.
- 13) Click Submit My FAFSA Now

Congratulations! You have successfully updated your 2015 Tax Information by using the IRS Data Retrieval Tool.

****If you were unable to successfully transfer your 2015 Federal Income Tax information by using the IRS Data Retrieval process you will be REQUIRED to submit a copy of your 2015 Federal Tax Return Transcript to the Office of Financial Aid or School Serving Center (SSC). You may request a copy of your 2015 Federal Income Tax Return Transcript by calling 1-800-908-9946 or online at the following website: <https://sa1.www4.irs.gov/irfof-tra/start.do>**