



## 2016-2017 Dependent Verification Worksheet V1

Your 2016-2017 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, the financial aid administrator at Campbell University will compare your FAFSA with the information on this worksheet and with any other required documents. 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 Office of Financial Aid. The financial aid administrator may ask for additional information. If you have questions about verification, contact Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

### Dependent Student's Information

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

### A. Dependent Student's Family Information

List below the people in your parent's household. **You must 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, 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 they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their 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; **exclude listing your parent(s) college**, who will be enrolled, at least halftime, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017.

Full Name	Age	Relationship	College(Enrolled at least half-time)
Missy Jones (example)	18	Sister	Central University
		Student	Campbell University
If more space is needed, attach a separate page with the student's name and Student ID number at the top.			

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_

**B. Dependent Student AND Parent's Income Information to Be Verified**

**NOTE: Both, Student and Parent, filing or nonfiling, MUST ATTACH A COPY OF THEIR 2015 W-2 FORM FOR EACH EMPLOYER!**

**1. TAX RETURN FILERS** - The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student and/or parents have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and/or parents are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

**Student Section** - Check only ONE box from below if you filed a 2015 tax return.

- ☐ Check here if you used, or will use, the IRS Data Retrieval Tool to transfer your tax information to your FAFSA.
- ☐ Check here if you did not use the IRS Data Retrieval Tool. Attach a copy of your IRS Tax Transcript to this form. Contact the IRS at <http://www.irs.gov/Individuals/Get-Transcript> or 1-800-908-9946 to request a copy of your 2015 IRS Tax Transcript. **Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript.**

**Parent Section** - Check only ONE box from below if you filed a 2015 tax return.

- ☐ Check here if your parent(s) filed a 2015 tax return and used, or will use, the IRS Data Retrieval Tool to transfer their tax information to your FAFSA, **skip to section C.**
- ☐ Check here if your parent(s) filed a 2015 tax return but did not use the IRS Data Retrieval Tool. Attach a copy of your parent(s) IRS Tax Transcript to this form. Contact the IRS at <http://www.irs.gov/Individuals/Get-Transcript> or 1-800-908-9946 to request a copy of your parent(s) 2015 IRS Tax Transcript. **Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. skip to section C.**

**2. TAX RETURN NONFILERS**

**Student Section** - Check only ONE box from below if you DID NOT file a 2015 tax return; list every employer even if they did not issue an IRS W-2 form.

- ☐ The student was not employed and had no income earned from work in 2015.
- ☐ The student was employed in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015 even if they did not receive an IRS W2 form, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers.

Student Employer's Name	2015 Amount Earned	Check if W-2 Attached
Suzy's Auto body Shop (example)	\$2,000 (example)	
		<input type="checkbox"/>
		<input type="checkbox"/>

*If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

**Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.**

**Parent Section** - Check only one box from below if you did not file a 2015 tax return; list every employer even if they did not issue an IRS W-2 form.

- ☐ The parent(s) was not employed and had no income earned from work in 2015.
- ☐ The parent(s) was employed in 2015 and has listed below the names of all the parent's employers, the amount earned from each employer in 2015 even if they did not receive an IRS W2 form, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parent(s) by employers.

Parent(s) Employer's Name	Belongs To: Mother/Father	2015 Amount Earned	Check if W-2 Attached
Suzy's Auto body Shop (example)	Father (example)	\$2,000 (example)	
			<input type="checkbox"/>
			<input type="checkbox"/>

*If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

**Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.**

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_

**C. Parent's Other Information to Be Verified** –IF it does not apply to your household you may leave one or both sections blank.

1. Complete this section if someone in the parent's household (listed in Section A) at any time received benefits from the Supplemental Nutrition Assistance Program "**SNAP**" (formerly known as food stamps) during 2014 or 2015.

☐ The parents certify that \_\_\_\_\_, a member of the student's household, received benefits from the Supplemental Nutrition Assistance Program "**SNAP**" sometime during 2014 or 2015. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call: 1-800-4FED-AID (1-800-433-3243) If asked by the student's school, will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

2. Complete this section if one of the student's parents paid **Child Support** in 2015.

☐ One or both parents listed in Section A of this worksheet paid child support in 2015. Provide in the space below the name of the person who paid the child support, to whom the child support was paid, the names and ages of the children for whom support was paid, and the total annual amount of child support that was paid in 2015 for each child.

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 2015

*If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

**Additional Notes:**

- If we have reason to believe that the information regarding child support paid is inaccurate, we may require
  - Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.
- Any child(ren) listed in the household (Section A), should not be listed above even if child support was paid. They cannot be listed in both places.

**D. Certification and Signatures:**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.  
The student and one parent **must** sign and date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**WARNING:**

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

*You should make a copy of this completed form for your records.*