

Student's Name _____

Student's ID Number _____

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if 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 that is part of FAFSA on the Web. If the student has not already used the tool, go to 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 is 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. 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:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student's FAFSA once the student has filed a 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2015 IRS tax return transcript**—not a photocopy of the income tax return.

A **2015 IRS Tax Return Transcript** may be obtained through the following:

- Online Request—Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript." Click "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 at <https://itunes.apple.com/us/app/irs2go/id414113282/mt=8>
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- Telephone Request—1-800-908-9946
- Paper Request Form—
IRS Form 4506T-EZ or IRS Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Check here if the student's IRS tax return transcript is attached to this worksheet.
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

Student's Name _____ Student's ID Number _____

2. TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- 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, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

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

D. Parent's Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—**Important Note:** If the student's parent(s), filed or will file, an amended 2015 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) 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 that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to 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 parent(s) is 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. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2015 IRS tax return transcript(s)**—not photocopies of the income tax return.

Student's Name _____ Student's ID Number _____

A **2015 IRS Tax Return Transcript** may be obtained through the following:

- **Online Request**—Go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript.” Click “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 at <https://itunes.apple.com/us/app/irs2go/id414113282/mt=8>
 Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- **Telephone Request**—1-800-908-9946
- **Paper Request Form**—
 IRS Form 4506T-EZ or IRS Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Check here if an IRS tax return transcript(s) is attached to this worksheet.

Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

2. **TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file and is not required to file a 2015 income tax return with the IRS.

Check the box that applies:

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, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

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

Student's Name _____ Student's ID Number _____

Parent's Other Information to Be Verified-- The income that you and/or your family reported on your FAFSA appears to be insufficient to have supported your household during 2015. Please itemize your income and expenses below. We cannot continue to process your application for financial assistance until this form is completed and returned. ***If a section is zero, please write \$0.**

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 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 the student's school, I 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) of the student's parents listed in Section B of this worksheet paid child support in 2015. The parent has 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 the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security 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	Amount of Child Support Paid in 2015
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

3. Complete this section to determine the correct annual amount for each item paid in 2015. If you paid the same dollar amount every month in 2015, multiply that amount by the number of months in 2015 you paid or received it. If you did not pay or receive the same amount each month in 2015, add together the amounts you paid or received each month.

Annual Living Expenses for 2015	Student	Parents
Home Mortgage or Rent	\$	\$
Utilities	\$	\$
Food and Clothing	\$	\$
Educational/Tuition Payments	\$	\$
Transportation, Auto Payments, and Gas	\$	\$
Medical, Personal, Other (please specify)	\$	\$
Total Annual Expenses	\$	\$

4. Complete this section to determine the correct annual amount for each item received in 2015. If you received the same dollar amount every month in 2015, multiply that amount by the number of months in 2015 you paid or received it. If you did not pay or receive the same amount each month in 2015, add together the amounts you paid or received each month

Annual Living Income for 2015	Student	Parent
Income Earned from Work	\$	\$
Child Support Received for all Children	\$	\$
Alimony Payments Received	\$	\$
Public Assistance, Section 8, AFDC, or SNAP	\$	\$
Social Security Income (SSI)	\$	\$
Veteran's Non-Educational Benefits	\$	\$
Unemployment Compensation	\$	\$
Disability Benefits	\$	\$
Pension or Retirement Distributions	\$	\$
Workers' Compensation Benefits	\$	\$
Loans, Bills paid on your behalf, Financial support from others, Gifts or Cash support From others* (please specify)	\$	\$
Housing/Food or Other Living Allowances (military, clergy, teachers) etc.	\$	\$
Other (please specify)	\$	\$
Total Annual Income	\$	\$

* Examples of support include food, shelter, clothing, non-cash gifts etc. Be sure to list the total dollar value of support received in 2015.

As certified by the signatures below, all the information provided by myself and /or others is true and complete to the best of my (our) knowledge. I understand the Financial Aid Office may request additional documentation to verify the above information.

Note: As a dependent student you and a parent must sign this form.

E. 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 this form.**

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

Student's Signature

Date

Parent's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid Verification Officer at Eastern Oklahoma State College.

You should make a copy of this worksheet for your records.