

PAINE COLLEGE

Office of Financial Aid
1235 Fifteenth Street Augusta, GA 30901-3182

Telephone: 706-821-8262 1-800-476-7703
Fax: 706-821-8691

2015-2016 - VERIFICATION WORKSHEET - DEPENDENT STUDENT

Your 2015–2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law requires that before finalizing your financial aid application, you must confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, you must complete this form and forward it to the Paine College, Financial Aid Office so that we can compare your processed FAFSA results with the information on this worksheet, along with other required documents requested by our office. Please complete this form carefully. Missing or incomplete information will delay us from finalizing your financial aid application. If there are differences, your FAFSA information will be corrected by our office. **You and at least one parent must complete and sign this worksheet and attach any required documents.**

A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.
Student’s Street Address (include apt. no.)	Student’s Social Security Number	Student’s ID #
City	State	Zip Code
Student’s Home Phone Number (include area code)	Student’s Alternate or Cell Phone Number	

B. Dependent Student’s Family Information

List below the people in your parent(s)’ household. Please include:

- Yourself (even if you don’t live with your parents) and your parent(s)/stepparent. (Be sure to include stepparents in your household.)
- Your parent(s)/stepparent’s other children if your parent(s)/stepparent provided more than one half of their support AND will continue to provide more than half of their support from July 1, 2015 and June 30, 2016. Include other children if your parent(s)/stepparents would be required to provide parental information if they were completing a FAFSA for 2015-16. Be sure to include children who meet either of these standards, even if they do not live in the household with your parent(s)/stepparents.
- Other people in your household if they now live with your parent(s)/stepparents and your parent(s)/stepparents provide more than half of their support and will continue to provide more than half of their support between July 1, 2015 and June 30, 2016.
- Include the name of the college for any household member, excluding your parent(s), who will be enrolled, indicating how many credits they plan to be enrolled in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2015, and June 30, 2016. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Full Name	Age	Date of Birth	Relationship	College	# of Credits Enrolled
<i>John Doe (example)</i>	<i>18</i>	<i>01/01/97</i>	<i>Brother</i>	<i>ABC College</i>	<i>12</i>
			Self	Paine College	

Student's Name: _____

ID#: _____

C. Dependent Student's Income Information

Instructions: Complete this section if the student, filed or will file a 2014 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 2014 IRS income tax information into the student's FAFSA. It takes 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and 8-11 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.

Complete Section 1 or 2 based on your tax filing status:

1. **TAX RETURN FILERS** - Complete this section if you have or will file a 2014 income tax return.

Check the circle that applies:

The student has used or plans to use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2014 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Paine College will use the IRS information that was transferred in the verification process.

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 **2014 IRS tax return transcript**—not a photocopy of the income tax return. To obtain an IRS tax return transcript, go to 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 the 2014 IRS tax return was filed). It takes 2-3 weeks for IRS income information to be available for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers. To view and obtain your transcript immediately, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on "**Tax Return**."

2. **TAX RETURN NONFILERS** - Complete this section if the student will not file and is not required to file a 2014 income tax return with the IRS.

Check the circle that applies:

The student was not employed and had no income earned from work in 2014.

The student was employed in 2014 and has listed below the names of all the student's employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 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	2014 Amount Earned	IRS W-2 Attached? Yes or No
John Doe Auto Parts (example)	\$3,000 (example)	Yes

Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS. If required, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on "Verification of Nonfiling Letter."

Student's Name: _____

ID#: _____

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

Instructions: Complete this section if the student's parent(s) filed or will file a 2014 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 2014 IRS income tax information into the student's FAFSA. It takes 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and 8-11 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.

Complete Section 1 or 2 based on your tax filing status:

1. TAX RETURN FILERS - Complete this section if you have or will file a 2014 income tax return.

Check the circle that applies:

The student's parent has used or plans to use the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2013 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The University of Rhode Island will use the IRS information transferred into the student's FAFSA to complete the verification process. No tax transcript is necessary.*

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 **2014 IRS tax return transcript(s)**—not photocopies of the income tax return.

To obtain an IRS tax return transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2014 IRS tax return was filed). It takes 2-3 weeks for IRS income information to be available for electronic IRS tax return filers, and 8-11 weeks for paper tax return filers. If the parents are married or living together, and separate 2014 tax returns were filed, 2014 IRS tax return transcripts must be submitted for each parent.

2. TAX RETURN NONFILERS - Complete this section if the student's parent(s) will not file and is not required to file a 2014 income tax return with the IRS.

Check the circle that applies:

The parent(s) was not employed and had no income earned from work in 2014.

The parent(s) was employed in 2014 and has listed below the names of all the parent's employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 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	2014 Amount Earned	IRS W-2 Attached? Yes or No
John Doe Auto Parts (example)	\$3,000 (example)	Yes

Student's Name: _____ ID#: _____

E. Parent's Other Information (You must answer both #1 and #2)

1. **SNAP Benefits.** Has someone in the student's parent's household (listed in Section B of this worksheet) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2013 or 2014 calendar years?

- Yes
- No

2. **Child Support Paid.** Has one (or both) of the student's parents (listed in Section B of this worksheet) paid child support in 2014?

- Yes. Complete the chart below
- No

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 2014
<i>John Doe</i>	<i>Jane Doe (example)</i>	<i>Mary Doe</i>	<i>\$6,000.00</i>

F. Certification and Signatures

The person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. The student and a parent must sign and date.**

Student's Signature

Date

Parent's Signature

Date

Please do not mail this worksheet to the U.S. Department of Education. Be sure to save a copy of this worksheet for your records.

**Submit this worksheet to:
Paine College
Financial Aid Office
1235 Fifteenth Street
Augusta, GA 30901
706-821-8262 (Office)
706-821-8691 (Fax)**