

Your 2017–2018 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 and your parents reported on your FAFSA. To verify that you provided correct information, we 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 and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to our office. We may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security 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 Alternate or Cell Phone Number

B. Dependent Student's Family Information

- 1) List below the people in your parent(s)' household. 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, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. 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, 2018.
- 2) Include the name of the college for any **children** in the household who will be enrolled, at least half time between July 1, 2017, and June 30, 2018 in a degree, diploma, or certificate program at a postsecondary educational institution that participates in federal student financial aid programs. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled in College at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Note: We 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. Dependent Student's Income Information to Be Verified

PLEASE COMPLETE SECTION 1 (for tax filers) **OR** SECTION 2 (if you did not file taxes). **DO NOT MARK BOXES IN BOTH SECTIONS.**

1. TAX RETURN FILERS—Important Note: If the student filed, or will file, an amended 2015 IRS tax return, was a victim of IRS tax related identity theft, or was granted a filing extension by the IRS, you must contact our office 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. If you need more information about when, or how to use the IRS Data Retrieval Tool, contact our office.*

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. *We 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. *See instructions above for information on how to use the IRS Data Retrieval Tool. We 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**. *To obtain an IRS tax return transcript, go to www.irs.gov/transcript then choose "Get Transcript Online" or "Get Transcript by Mail". 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 2015 IRS tax return was filed). You also have the option of completing an IRS form 4506T that can be mailed to the IRS to receive your tax return transcript. 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. To contact the IRS call 1-800-908-9946.*
- 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 our office later. Verification cannot be completed until the IRS tax return transcript has been submitted to our office.

2. TAX RETURN NON-FILERS ONLY—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	W-2 Issued/Please Attach
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>
<i>Total Amount of Income Earned From Work</i>	<i>\$</i>	



FOR ALL NON-FILERS: Provide documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS. A confirmation of nonfiling can be obtained from the IRS using form 4506-T and checking box 7.

- Check here if confirmation of nonfiling is provided.
- Check here if confirmation of nonfiling will be provided later.

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, was a victim of IRS tax related identity theft, or was granted a filing extension by the IRS, you must contact our office 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. If you need more information about whether or how to use the IRS Data Retrieval Tool, contact our office.*

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. *We 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. *See instructions above for information on how to use the IRS Data Retrieval Tool. We 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.** *To obtain an IRS tax return transcript go to www.irs.gov/transcript then choose "Get Transcript Online" or "Get Transcript by Mail". 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 2015 IRS tax return was filed). You also have the option of completing an IRS form 4506T that can be mailed to the IRS to receive your tax return transcript. 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. To contact the IRS call 1-800-908-9946.*
- Check here if an IRS tax return transcript(s) is attached to this worksheet.
-  Check and attach parent(s) W-2 Form(s)
-  Check if no W-2 forms were issued for either parent.

2. TAX RETURN NON-FILERS ONLY—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:

- Neither parent was employed and neither had income earned from work in 2015.
- One or both parents were employed in 2015 and have 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	W-2 Issued/Please Attach
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>
<i>Total Amount of Income Earned From Work</i>	<i>\$</i>	

 **FOR ALL NON-FILERS:** Provide documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS. A confirmation of nonfiling can be obtained from the IRS using form 4506-T and checking box 7.

- Check here if confirmation of nonfiling is provided.
- Check here if confirmation of nonfiling will be provided later.

Student's Name: _____ SSN: _____

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 whose information was reported on the FAFSA must sign and date. *Electronic signatures will not be accepted.*

WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to prison, or both.

Student's Signature

Date

Parent's Signature

Date

**Mail, FAX or Email this completed form to:
Financial Aid Office
Taylor University
236 W Reade Ave
Upland, IN 46989-1001**

**FAX: (765) 998-4910
Email: finaid@taylor.edu**