

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 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 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. Independent 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. Independent Student's Family Information

- 1) List below the people in your household. Include:
 - **Yourself.**
 - Your **spouse**, if you are married.
 - Your **children**, if any, if you will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the child would be required to provide your 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 you.
 - **Other people** if they now live with you and you 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 your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled in College at Least Half Time
<i>Marty Jones(example)</i>	<i>28</i>	<i>Wife</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. Independent 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 you (or your spouse, if married) filed, or will file, an amended 2015 IRS tax return, was a victim of IRS 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 you, 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 you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your 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:


- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2015 IRS income information into my 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.*
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. We cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.*
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **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. If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse. To contact the IRS call 1-800-908-9946.*
- 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 our office later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to our office.

2. TAX RETURN NON-FILERS ONLY—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2015
- The student (and/or the student's spouse if married) was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN 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</i>	<i>Yes</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: _____

D. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional. *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

**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**