



**2016-2017  
Verification Worksheet  
Household Resources Verification**

**Independent Student  
(INV616)**

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, we will compare your FAFSA with the information on this institutional verification document 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 us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**Student’s Information**

Student’s Last Name	First Name	M.I.	S _____ Student’s Identification (ID) Number
Student’s Street Address (include apt. #)			Student’s Date of Birth
City,	State,	Zip Code	Student’s E-mail Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

**Independent Student’s Family Information**

Clarification is needed for the total number of people reported in your household for the 2016-17 aid year. How many people are in your household? Include:

- Yourself (and your spouse)
- Your children, if you will provide more than half of their support and you will continue to provide more than half of their support between July 1, 2016 and June 30, 2017.
- 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, 2017.
  - Include the people in your (and your spouse’s) household who will be college students between July 1, 2016 and June 30, 2017. Always count yourself as a college student. Include others only if they will attend, at least half-time in 2016-17, in a program that leads to a college degree or certificate.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time?
		<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.

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](http://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. 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.

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

- **Online Request**—Go to [www.irs.gov](http://www.irs.gov). Under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "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 In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

*You can also request a W-2 statement from the IRS.*

**Independent Student's Income Information to Be Verified**

**Attach copy of Tax Return Transcript from the IRS website:**

<http://www.irs.gov/Individuals/Get-Transcript>

**1. Check the box that applies:**

- I have filed/will file my 2015 Federal Tax Return and I have/will utilize the IRS Data Retrieval Process when completing or correcting my FAFSA and did not make any changes to that data.
- I have filed my 2015 Federal Tax Return but I did not/will not use the IRS Data Retrieval Process or I changed the information that was transferred, therefore I am attaching a copy of my 2015 Tax Return Transcript(s).
- I worked but I did not file a 2015 Federal Tax Return and am not required to file a 2015 Federal Tax Return. I have attached W-2 forms or other earnings statements from each employer.
- I did not file and am not required to file a 2015 Federal Tax Return because I did not work and did not earn income.

**Spouse's Income Information to Be Verified** – If married

**Attach copy of Tax Return Transcript from the IRS website:**

<http://www.irs.gov/Individuals/Get-Transcript>

**1. Check the box that applies:**

- I have filed or will file my 2015 Federal Tax Return and I have/will utilize the IRS Data Retrieval Process when completing or correcting my FAFSA and did not make any changes to that data.
- I have filed my 2015 Federal Tax Return but I did not/will not use the IRS Data Retrieval Process or I changed the information that was transferred, therefore I am attaching a copy of my 2015 Tax Return Transcript.

- I worked but I did not file a 2015 Federal Tax Return and am not required to file a 2015 Federal Tax Return. I have attached W-2 form(s) or other earnings statements from each employer.
- I did not file and am not required to file a 2015 Federal Tax Return because I did not work and did not earn income.

**Verification of Other Untaxed Income for 2015**

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested.

**2015 IRS W-2 forms:** Provide copies of all 2015 IRS W-2 forms issued by the employers to the independent student and spouse, if the student is married.

**To determine the correct annual amount for each item:** If you paid or 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.

If more space is needed, provide a separate page with the student's name and ID number at the top.

**A. Payments to tax-deferred pension and retirement savings**

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person who Made the Payment	Annual Amount Paid in 2015
<b>Total Payments to tax-deferred pension and retirement savings</b>	<b>\$</b>

**B. Child support received**

List the actual amount of any child support **received** in 2015 for the children in your household.

**Do not include** foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Annual Amount of Child Support Received in 2015

**Verification of Other Untaxed Income for 2015**

**C. Housing, food, and other living allowances paid to members of the military, clergy, and others**  
 Include cash payments and/or the cash value of benefits received.

**Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Annual Amount of Benefits Received in 2015
<b>Total Amount of Benefits Received</b>		<b>\$</b>

**D. Veterans non-education benefits**

List the total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work Study allowances.

**Do not include** federal veterans educational benefits such as: Post-9/11 GI Bill, Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits

Name of Recipient	Type of Veterans Non-education Benefit	Annual Amount of Benefits Received in 2015
<b>Total Amount of Benefits Received</b>		<b>\$</b>

**E. Other untaxed income**

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

**Do not include** any items reported or excluded in A–D above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Innovation and Opportunity Act (WIOA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Annual Amount of Other Untaxed Income Received in 2015
<b>Total Amount of Other Untaxed Income</b>		<b>\$</b>

**F. Money received or paid on the student's behalf**

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2015. Include support from a parent whose information was not reported on the student's 2016–2017 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions unless the person is the student's parent whose information is reported on the student's 2016–2017 FAFSA. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

Purpose: e.g., Cash, Rent, Books	Source	Annual Amount Received in 2015
<b>Total Amount Received</b>		<b>\$</b>

**G. Additional information**

So that we can fully understand the student's family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veterans' education benefits, military housing, **SNAP**, **TANF**, etc. If more space is needed, provide a separate page with the student's name and ID number at the top.

Name of Recipient	Type of Financial Support	Amt of Financial Support Rec'd in 2015

Comments:

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**Student's Other Information to Be Verified**

- Complete this section if someone in the student's household received benefits from the **Supplemental Nutrition Assistance Program (SNAP)** any time during the 2014 or 2015 calendar years.
  - One of the persons listed on this worksheet received SNAP benefits in 2014 or 2015. *(If asked, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.)*
- Complete this section if you or your spouse **paid child support in 2015**.

The student, or spouse if married, paid child support in 2015. List below the name(s) of the persons who paid the child support, the names of the persons to whom the child support was paid, the children's names and ages for whom support was paid and the total annual amount paid. **Do not report child support children included in your household size on the FAFSA.** *(If you need more space, attach a separate page that includes your name and Student ID Number at the top.)*

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

## Certification and Signature

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

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

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.  
You should make a copy of this worksheet for your records.*

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