

**2015-16 Verification Worksheet**

***Dependent Student‐ Tracking Group V1***

Your 2015–2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require you to confirm the information you and your parents reported on your FAFSA before financial aid can be disbursed to your student account. To verify that you provided correct information, staff in the CIA Office of Financial Aid 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 at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the CIA Office of Financial Aid. If necessary, the CIA Office of Financial Aid may ask for additional information. If you have questions about verification, contact the CIA Office of Financial Aid 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 SSN or ID 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**

Number of Household Members: List below the people in the parents’ household. Include:

 The student.

 The parents (including a stepparent) even if the student doesn’t live with the parents.

 The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. Include children who meet either of these standards even if the children do not live with the parents.

 Other people if they now live with the parents and the parents provide more than half of the other people’s support and will continue to

provide more than half of their support through June 30, 2016.

Number in College: Include below information about any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2015, and June 30, 2016, include the name of the college.

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

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| **Full Name** | **Age** | **Relationship** | **College** | **Will be Enrolled at****Least Half Time** |
| *Missy Jones (example)* | *18* | *Sister* | *Central University* | *Yes* |
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**Student Name:**  **Student ID Number:**

**C. Dependent Student’s Income Information to Be Verified**

**1. TAX RETURN FILERS**

Instructions: Complete this section if the student filed or will file a 2014 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at www.FAFSA.gov. In most cases, no further documentation is needed to verify 2014 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 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.

**Check the box that applies:**

The student has used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.

The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.

The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2014 IRS Tax Return

Transcript.

To obtain a 2014 IRS Tax Return Transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on the “Get Transcript On-Line” link. Create a Login or Login if you have used the site previously. **Make sure to request the “Return Transcript”** and not one of the other options.

Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2014 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return).

In most cases, for electronic filers, a 2014 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

Check here if a 2014 IRS Tax Return Transcript(s) is provided.

Check here if a 2014 IRS Tax Return Transcript(s) will be provided later.

**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 box 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 2013 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*.

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| **Employer’s Name** | **2014 Amount Earned** | **IRS W‐2 Attached?** |
| *ABC Shipping (example)* | *$1,280* | *Yes* |
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**D. Parent’s Income Information to Be Verified**

**Important Note**: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2014 or had a change in marital status after the end of the 2014 tax year on December 31, 2014.

**Instructions:** Complete this section if the parents filed or will file a 2014 IRS income tax return(s). The best way to verify income is by using the

IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify

2014 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 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.

**Check the box that applies:**

The parents have used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA. The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return

information into the student’s FAFSA once the 2014 IRS income tax return has been filed.

The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2014 IRS Tax

Return Transcript(s).

To obtain a 2014 IRS Tax Return Transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on the “Get Transcript On-Line” link. Create a Login or Login if you have used the site previously. **Make sure to request the “Return Transcript”** and not one of the other options.

Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2014 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return).

In most cases, for electronic filers, a 2014 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

Check here if a 2014 IRS Tax Return Transcript(s) is provided.

Check here if a 2014 IRS Tax Transcript(s) will be provided later.

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 box 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*.

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| **Employer’s Name** | **2014 Amount Earned** | **For Whom?** | **IRS W‐2 Attached?** |
| *Pro Auto* | *$980* | *Father* | *Yes* |
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E. **Parent’s Other Information to Be Verified**

**1. SNAP Benefits, check the box that applies:**

No one listed in the household received SNAP benefits in 2013 or 2014.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2013 or 2014. If asked by the student’s school, I will provide documentation of the receipt of SNAP benefits during 2013 and/or 2014.

**2. Child Support Paid; Check the box that applies:**

No child support was paid for individuals outside of the household in 2014

There was/were one (or both) of the student’s parents listed in Section B of this worksheet who paid child support in 2014. 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 2014 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.*

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| **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** |
| *Joe Jones* | *Jane Doe* | *Jake Jones* | *$6,000* |
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**F. Certification and Signatures**

Each 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 one parent must sign and date.**

Student’s Signature Date

Parent’s Signature Date

***Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to: Cleveland Institute of Art, Office of Financial Aid,***

***11141 East Boulevard, Cleveland, Ohio 44106***

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