



## 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 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 the financial aid office 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 financial aid office at Nazareth College. Additional information will be requested if necessary. If you have questions about verification, contact the financial aid 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 Nazareth ID#
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. Number of Household Members

List below the people in your parent(s)' 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:** Please include in the space below information about any household member who is, or 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

Student's Name: \_\_\_\_\_ Naz ID#: \_\_\_\_\_

**C. Dependent Student's Income Information to Be Verified (Complete either section 1 or 2 as appropriate)**

1. **TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2014 IRS tax return, the student must contact the financial aid administrator before completing this section.

**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 (IRS DRT) that is part of FAFSA on the Web at [www.FAFSA.gov](http://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.

**Check the box that applies:**

- ☐ The student has used the IRS Data Retrieval Tool 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 Data Retrieval Tool 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 student has filed a 2014 IRS tax return.
- ☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a **2014 IRS tax return transcript**—not a photocopy of the income tax return.

A **2014 IRS Tax Return Transcript** may be obtained through the:

- **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

- ☐ 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 the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

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 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	Annual Amount Earned in 2014	IRS W-2 Provided?
ABC's Auto Body Shop (example)	\$4,500.00	Yes
Total Amount of Income Earned From Work	\$	

**D. Parent's Income Information to Be Verified**—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.

1. **TAX RETURN FILERS**—**Important Note:** If the student's parent(s), filed or will file, an amended 2014 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**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.* 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.

**Check the box that applies:**

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2014 IRS income tax return information into the student's FAFSA.
- ☐ The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2014 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed.
- ☐ The parent is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web and instead will provide the school a **2014 IRS Tax Return Transcript(s)**.

A **2014 IRS Tax Return Transcript** may be obtained through the:

- **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

If the parents filed separate 2014 IRS income tax returns, **2014 IRS Tax Return Transcripts** must be provided for each.

- ☐ 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 the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

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.*

Employer's Name	Annual Amount Earned in 2014	IRS W-2 Provided?
ABC's Auto Body Shop (example)	\$4,500.00	Yes
Total Amount of Income Earned From Work	\$	

Student's Name: \_\_\_\_\_ Naz ID#: \_\_\_\_\_

### E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at Nazareth College.*

***Nazareth College  
Financial Aid Office  
4245 East Avenue, Rochester, NY 14618  
Phone: (585)389-2310 Fax: (585)389-2317***

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