



Instruction Page

Important Note: Please notify the financial aid office if the student or their parents had a change in marital status after the end of the 2015 tax year on December 31, 2015 and also if the parents filed separate IRS income tax returns for 2015.

In most cases, for electronic tax return filers, 2015 IRS income tax return information for the IRS DRT is available 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 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.

Verification of 2015 Income Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

- If an individual is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:
 - A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2015;
 - A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; and
 - A copy of IRS Form W–2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.

Individuals Who Filed an Amended IRS Income Tax Return

- If an individual filed an amended IRS income tax return for tax year 2015, provide both of the following:
 - A signed copy of the original 2015 IRS income tax return that was filed with the IRS or a 2015 IRS Tax Return Transcript or the 2015 tax year; and
 - A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who is not able to obtain a 2015 IRS Tax Return Transcript or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2015 IRS income tax return information.

Individuals Who Filed Non-IRS Income Tax Returns

An individual filed or will file a 2015 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2015 income tax return(s).

Please return the following pages to the Financial Aid Office.



2016-2017 Verification Worksheet Dependent

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 and your parents reported on your FAFSA. To verify that you provided correct information to the financial aid office, 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 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 administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Section A: Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's 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	

Section B: Number of Household Members and Number in College

- How many people are in your household?
- How many people in your parents' household will be college students between July 1, 2016 and June 30, 2017?

<u>Dependent Student's Household includes:</u> <ul style="list-style-type: none"> Yourself, even if you don't live with your parents Your parent(s) – (including step-parent or unmarried legal parents living together) Your parents' dependent children, if your parents will provide more than half their support between July 1, 2016 and June 30, 2017 Other dependents if they now live with you and you will provide more than half their support and will continue to provide more than half their support between July 1, 2016 and June 30, 2017 	<u>Dependent Student's College Attendance includes:</u> <ul style="list-style-type: none"> Always include yourself as a college student. You may include others only if they will attend, at least half-time, a program that leads to a college degree or certificate and are listed in the household information below. Do NOT include students enrolled in high school attending college for dual enrollment. Do NOT include your parents as a college student.
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Full Name	Age	Relationship	College attending in the 2016-2017 year	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>TSTC</i>	

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

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.

Section C: Verification of 2015 Income Information for Student Tax Filers

Instructions: Complete this section if the student **filed or will file** a 2015 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 2015 income information that was transferred into the student's FAFSA using the IRS DRT, if that information was not changed.

Student Tax Return Information:

Check one of the appropriate boxes below and check only ONE box:

- Check here if you filed a 2015 tax return and used, or will use, the IRS Data Retrieval Tool to transfer your tax information to your FAFSA.
- Check here if you filed a 2015 tax return but will **not** use the IRS Data Retrieval Tool. Attach a copy of your IRS Tax Return Transcript to this form.
- Check here if you will not file a 2015 US Income Tax Return, and **continue to the Income Information for Non-Tax Filers section below.**

To obtain an IRS Tax Return Transcript, go to <http://www.irs.gov/Individuals/Get-Transcript>. Click Get Transcript Online.

Make sure to request the "IRS Tax **Return** Transcript" and not the "IRS Tax **Account** Transcript." You may also be able to receive a tax transcript by visiting your local IRS office.

Income Information for Non-Tax Filers:

Complete this section if you, the student, will **NOT** file **and are 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 employer(s), 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 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 student ID at the top.*
DO NOT LEAVE THIS BLANK.

Source or Employer- If none, indicate N/A	2015 Amount Earned Do not leave blank. If none, indicate \$0	W-2 Provided? If not, please explain.
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No _____

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

Section D: Verification of 2015 Income Information for Parent Tax Filers

Instructions: Complete this section if the parent(s) **filed or will file** a 2015 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](http://fafsa.gov).* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

Parents’ Tax Forms and Income Information:

Check one of the appropriate boxes below and check only ONE box:

- Check here if you filed a 2015 tax return and used, or will use, the IRS Data Retrieval Tool to transfer your tax information to your FAFSA.
- Check here if you filed a 2015 tax return but will **not** use the IRS Data Retrieval Tool. Attach a copy of your IRS Tax Return Transcript to this form.
- Check here if you will not file a 2015 US Income Tax Return, and **continue to the Parent Income Information or Non-Tax Filers section below.**

To obtain an IRS Tax Return Transcript, go to <http://www.irs.gov/Individuals/Get-Transcript>. Click Get Transcript Online.

*Make sure to request the “IRS Tax **Return** Transcript” and not the “IRS Tax **Account** Transcript.” You may also be able to receive a tax transcript by visiting your local IRS office.*

Parent Income Information for Non-Tax Filers:

- The parent was not employed and had no income earned from work in 2015.
- The parent’s spouse (if married) was not employed and had no income earned from work in 2015.
- The parent (and/or the parent’s spouse if married) was employed in 2015 and has listed below the names of all employer(s), 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, 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 student ID at the top. **DO NOT LEAVE THIS BLANK.***

Source or Employer- If none, indicate N/A	2015 Amount Earned Do not leave blank. If none, indicate \$0	W-2 Provided? If not, please explain.
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No _____

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

Certification: ALL STUDENTS MUST COMPLETE THE CERTIFICATION BELOW

By signing this worksheet I certify that all the information reported on it is complete and correct. I understand that if I purposely give false or misleading information on this worksheet, I may be fined, sentenced to jail, or both.

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

Parent's Printed Name

Date