CITY VISION COLLEGE

2014–2015 Verification Worksheet
Dependent Student

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) may be 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 the financial aid administrator at your school 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 worksheet, attach any required documents, and submit the form to the financial aid administrator at your school. Your school may ask for additional information. *Tax transcripts and W2s are ONLY needed if your FAFSA is selected for verification.* If you have questions about verification, contact your financial aid administrator 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 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

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).

- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2014, through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014–2015. Include children who meet either of these standards, even if they do not live with your parent(s).

- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2015. *(You may be asked to provide proof).*

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, <u>at least half time</u> in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2014, and June 30, 2015. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*
		Self	*Sierra College*	

Student's Name: _____ **Student ID:** _____

(Please write NA if not applicable)

C. Dependent Student's Income Information to Be Verified *- (Complete only Section 1 or 2, not both)*

1. ### TAX RETURN FILERS —**Important Note:** If the student filed, or will file, an amended 2013 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 2013 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 the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into the student's 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.*

Check the box that applies:

☐ **I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web** to transfer my 2013 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*

☐ *Check here if the STUDENT IS SELECTED FOR VERIFICATION AND DID NOT USE THE IRS DATA RETRIEVAL TOOL ON THE FAFSA. Attach the student's 2013 IRS tax return transcript(s) and IRS W2s from employers.*

☐ *Check here if the STUDENT IS NOT SELECTED FOR VERIFICATION. NO student's IRS tax return transcript(s) or IRS W2s from employers are needed.*

*To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. 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 your 2013 IRS tax return was filed). It takes up to two 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.*

_____

2. ### TAX RETURN NON-FILERS —Complete this section if you, the student, will not file taxes and are not required to file a 2013 income tax return with the IRS.

Check the box that applies:

☐ The student was not employed and had no income earned from work in 2013.

☐ The student was employed in 2013 and has listed below the names of all the student's employers with the amount earned from each employer in 2013. *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 the student's name and Student ID Number at the top.*

✓

      ATTACH W2s ONLY IF THE STUDENT IS SELECTED FOR VERIFICATION

      Write **Yes** or **No** whether IRS W-2 forms issued by employers to you are attached.

Employer's Name	2013 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000.00(example)*	*Yes(example)*

Student's Name: _____ **Student ID:** _____

(Please write NA if not applicable) (Complete only Section 1 or 2, not both)

D. **Parent(s)' Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. ***TAX RETURN FILERS*** —**Important Note:** If the student's parent(s), filed or will file, an <u>amended</u> 2013 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) <u>filed or will file</u> a 2013 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 the student's parent(s) has not already used the tool, the parent and the student should go to <u>FAFSA.gov</u>, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into the student's 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 whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box that applies:

☐ **The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web** to transfer 2013 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*

☐ *Check here if the STUDENT IS SELECTED FOR VERIFICATION AND <u>THE PARENTS</u> DID <u>NOT</u> USE THE IRS DATA RETRIEVAL TOOL ON THE FAFSA. Attach the PARENTS' 2013 IRS tax return transcript(s) and IRS W2s from employers.*

☐ *Check here if the STUDENT IS <u>NOT</u> SELECTED FOR VERIFICATION. <u>NO</u> PARENTS' IRS tax return transcript(s) or IRS W2s from employers are needed.*

*To obtain an IRS tax return transcript, go to <u>www.IRS.gov</u> and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. 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 your 2013 IRS tax return was filed). It takes up to two 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 2013 tax returns, you must submit tax return transcripts for both you and your spouse.*

_____

2. ***TAX RETURN NON-FILERS*** —Complete this section if the student's parent(s) will not file and are <u>not required</u> to file a 2013 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 2013.

☐ The parent(s) was employed in 2013 and has listed below the names of all the parent(s)' employers with the amount earned from each employer in 2013. *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*.

✓ ***ATTACH W2s ONLY IF THE STUDENT IS SELECTED FOR VERIFICATION***

Write **Yes** or **No** whether IRS W-2 forms issued by employers to you (and, if married, to your spouse) are attached.

Employer's Name	2013 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000.00* (example)	*Yes* (example)

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Student's Name: _____ **Student ID:** _____

(Please write NA if not applicable)

E. <u>Parent(s)' Other Information to Be Verified</u>

1. If someone in the student's household (listed in Section B) received benefits from the **Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps)** any time during the 2012 or 2013 calendar years, please complete the **Food Stamps SNAP Proof form** for 2014/2015. You can get the form from the Financial Aid Office or you can print the form from our website, **www.sierracollege.edu**.

   ☐ **One of the persons listed in Section B of this worksheet received SNAP benefits in 2012 or 2013.**
   Attach documentation from the agency that issues SNAP benefits or a copy of the Food Stamps Debit Card.

   _____

2. If you or your spouse, if married, **PAID child support** in 2013, please complete the **Child Support Paid Statement** for 2014/2015. You can get the form from the Financial Aid Office or you can print the form from our website, **www.sierracollege.edu**.

   ☐ **Either I, or if married, my spouse, who is listed in Section B of this worksheet, PAID child support in 2013.**

F. <u>Amount of Student's 2013 Untaxed Income</u> - *Please list the YEARLY amount*

Child Support Received	$　　　*per yr.*	AFDC/TANF (Welfare)	$　　　*per yr.*	
Workman's Compensation	$　　　*per yr.*	SSI	$　　　*per yr.*	
Untaxed Pensions	$　　　*per yr.*	Social Security	$　　　*per yr.*	
Untaxed Disability	$　　　*per yr.*	Untaxed Unemployment	$　　　*per yr.*	
	$　　　*per yr.*	SNAP (Food Stamps)	$　　　*per yr.*	

G. <u>Amount of Parent(s)' 2013 Untaxed Income</u> - *Please list the YEARLY amount*

Child Support Received	$　　　*per yr.*	AFDC/TANF (Welfare)	$　　　*per yr.*	
Workman's Compensation	$　　　*per yr.*	SSI	$　　　*per yr.*	
Untaxed Pensions	$　　　*per yr.*	Social Security	$　　　*per yr.*	
Untaxed Disability	$　　　*per yr.*	Untaxed Unemployment	$　　　*per yr.*	
	$　　　*per yr.*	SNAP (Food Stamps)	$　　　*per yr.*	

H. <u>Student's</u> <u>Asset Information</u> *(as of the date the FAFSA was completed)*

Total cash, savings, and checking accounts. Don't include student financial aid.　　　　$_____

Net worth of your investments, including rental real estate. **Don't include the home you live in.** $ _____
Net worth means current value minus debt.

Net worth of your current businesses and /or investment farms. **Don't include a family business** $ _____
or family farm with 100 or fewer full-time or full-time equivalent employees.

I. <u>Parent(s)'</u> <u>Asset Information</u> *(as of the date the FAFSA was completed)*

Total cash, savings, and checking accounts. Don't include student financial aid.　　　　$_____

Net worth of your investments, including rental real estate. **Don't include the home you live in.** $ _____
Net worth means current value minus debt.

Net worth of your current businesses and /or investment farms. **Don't include a family business** $ _____
or family farm with 100 or fewer full-time or full-time equivalent employees.

✓ *If you completed Schedule E on your taxes, be prepared to provide additional documentation.*

Student's Name: _____ Student ID: _____

J. Low Income Section

PARENT(s) complete only if your 2013 Income is less than $6,000

Did you (parents) live with a relative or someone else who provided free room and board in 2013?

☐ **NO** ☐ **YES** — NAME: _____ RELATIONSHIP: _____

If yes, is your name (parents) listed on the lease/mortgage? ☐ **YES** ☐ **NO**

PARENT(S) MUST LIST MONTHLY EXPENSES AND INDICATE WHO PAID FOR THE EXPENSES DURING THE 2013 CALENDAR YEAR. IF YOU (PARENTS) LIVED WITH SOMEONE WHO PAID THE EXPENSES, INDICATE WHAT YOUR PORTION WOULD BE IF YOU WERE PAYING THE EXPENSES.

PARENT(S) LIVING EXPENSES	2013 MONTHLY EXPENSES	WHO PAID THIS EXPENSE?
1. Housing (rent/mortgage)	$	
2. Utilities	$	
3. Food	$	
4. Child Care	$	
5. Credit Card(s)	$	
6. Medical/Dental	$	
7. Transportation	$	
8. Other Personal Expenses	$	
9. TOTAL MONTHLY EXPENSES	$	
TOTAL YEARLY EXPENSES (Line 9 x 12 months)	$	

EXPLAIN IN DETAIL HOW YOU SURVIVED ON SUCH LOW INCOME IN 2013:

_____
_____
_____
_____
_____
_____

K. Certification and Signatures

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

> **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