

# 2016–2017 Verification Worksheet

## Dependent Student

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 must ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the Student Financial Services (SFS) Office staff 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 SFS Office. Clarion may ask for additional information.

### A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Clarion ID Number
Student’s Street Address (include apt. no.)		Student’s Date of Birth	
City	State	Zip Code	Student’s Alternate or Cell Phone Number
Student’s Home Phone Number (include area code)			

### B. Dependent Student’s Family Information

List below the people in your **parents’ household**. **Include:**

- The **student**.
- The **parent(s)** (including a stepparent) even if the student doesn’t live with the parent(s).
- Your **parents’ other children** if your parent(s) will provide more than half of the children’s support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards even if the children do not live with the parent(s).
- **Other people** if they now live with your parent(s) and your parent(s) provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2017.

Include the name of the college for any household member, **excluding your parent(s)**, 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, 2016, and June 30, 2017. Please contact the SFS Office if your parent(s) will be enrolled in a degree program during the 2016-17 academic year.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Clarion University</i>	

### C. Dependent STUDENT'S Income Information to Be Verified

1. **STUDENTS WHO FILED A FEDERAL TAX RETURN**—**Important Note:** If the student filed, or will file, an **amended** 2015 IRS tax return, the student must contact the SFS Office before completing this section.

**Instructions:** Complete this section if the student filed or will file a 2015 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](http://www.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** by the FAFSA filer.

**Check the box that applies:**

- The student **has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 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 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- 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 with a **2015 IRS Tax Return Transcript**.

A 2015 IRS Tax Return Transcript may be obtained through:

- Online Request – Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Next, click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- 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 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the Student Financial Services Office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- 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 Clarion later. **Verification cannot be completed until the IRS tax return transcript has been submitted to the SFS Office.**

2. **STUDENTS WHO DID NOT FILE A FEDERAL TAX RETURN**—Complete this section if the student, WILL NOT file AND is not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- I was not employed and had no income earned from work in 2015.
- I was employed in 2015 and have listed below the names of all my employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form. (Provide **signed** copies of all 2015 IRS W-2 forms issued to the student by their employers.)

Employer's Name	IRS W-2 Provided?	2015 Amount Earned
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
<b>Total Amount of Income Earned From Work</b>		<b>\$</b>

**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. PARENT(S) WHO FILED A FEDERAL TAX RETURN**—**Important Note:** If your parent(s) filed, or will file, an **amended** 2015 IRS tax return, filed separate 2015 tax forms, or had a change in marital status after December 31, 2015, you must contact the Student Financial Services Office before completing this section.

**Instructions:** Complete this section if the parents 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 [www.FAFSA.gov](http://www.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** by the FAFSA filer.

**Check the box that applies:**

- The parent(s) **have used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parent(s) **have not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- The parent(s) are **unable, or choose not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**.

A 2015 IRS Tax Return Transcript may be obtained through:

- **Online Request** – Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Next, click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

If the parent(s) filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 Tax Return Transcript(s)** must be provided for both.

- Check here if the parent(s)' IRS Tax Return Transcript(s) is attached to this worksheet.
- Check here if the parent(s)' IRS Tax Return Transcript(s) will be submitted to Clarion later. **Verification cannot be completed until the IRS tax return transcript has been submitted to the SFS Office.**

**2. PARENTS WHO DID NOT FILE A FEDERAL TAX RETURN**—Complete this section **if** your parent(s), **WILL NOT** file AND are not required to file a 2015 income tax return with the IRS. 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.

**Check the box that applies:**

- My parent(s) was not employed and had no income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form. (Provide **signed** copies of all 2015 IRS W-2 forms issued to the parent(s) by their employer(s).)

Employer's Name	IRS W-2 Provided?	2015 Amount Earned
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**E. PARENT’S Other Information to Be Verified**

1. Please check and complete and appropriate box concerning the receipt of SNAP benefits.

The parent(s) certify that \_\_\_\_\_, a member of the parents’ household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 2015. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2014 or 2015.

No one in the parents’ household received SNAP benefits in either 2014 or 2015.

2. If one or both of the parents included in the household and/or the student paid child support in 2015, provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

If more space is needed, provide a separate page that includes the student’s name and 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	Annual Amount of Child Support Paid in 2015
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones (Age 15)</i>	<i>\$6,000.00</i>
Total Amount of Child Support Paid			\$

**F. Certifications and Signatures**

Each person signing below 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:***

**Clarion University of Pennsylvania  
Student Financial Services Office  
Becht Hall  
840 Wood Street  
Clarion, PA 16214**

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