

### 2017 - 2018 Verification Worksheet Dependent Student

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding any 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 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 will be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and the other required documents to the financial aid office at Green Hall 101. If you have questions about this form, contact the financial aid office as soon as possible at (609) 771-2211 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 Social Security Number	
Student's Street Address (in	clude apt. no.)		PAWS ID	
City	State	Zip Code	Student's Email Address	
Student's Home Phone Num	ber (include area code)		Student's Alternate or Cell Phone Number	

#### **B.** Dependent Student's Family Information

List below the people in your <u>parent(s)' household</u>. 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, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. 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, 2018. Additional documents may be requested to confirm the support.

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, 2017, and June 30, 2018. *If more space is needed, attach a separate page with the student's name and Social Security 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		

SSN:

#### C. Dependent Student's Income Information to Be Verified

1. <u>TAX RETURN FILERS</u>—Important Note: If the student filed, or will file, an <u>amended</u> 2015 IRS tax return, then the student must submit to the school a 2015 IRS tax return transcript, a copy of the 1040 X tax form and a copy of the corrected tax return. If no return was filed skip to question #2.

# Instructions: Complete this section if the student, <u>filed or will file</u> a 2015 income tax return with the IRS.

#### Check the box that applies:

- The student <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *TCNJ will use the IRS information transferred into the student's FAFSA to complete the income verification process.*
- The student <u>has not yet used</u> the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student's FAFSA once the student has filed a 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. TCNJ cannot complete the verification process until the IRS information has been transferred into the FAFSA.*

The student is <u>unable or chooses not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2015 IRS tax return transcript OR a signed paper copy of the 2015 IRS tax return that was used for submission to the IRS.** To obtain an IRS tax return transcript, go to <u>www.IRS.gov</u> and under "Tools" click on the "Get a tax 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 the 2015 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.

*Check here if the student's IRS tax return transcript OR signed IRS paper copy is attached to this worksheet.* 

Check here if the student's IRS tax return transcript OR signed IRS paper copy will be submitted to the student's school later. Verification cannot be completed until the IRS tax information has been submitted to the school.

## 2. <u>TAX RETURN NONFILERS</u>— Complete this section if the student will not file and is <u>not required</u> 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. Proceed to Section D.

The student was employed in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 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	2015 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

#### **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. <u>TAX RETURN FILERS</u>—Important Note: If the student's parent(s), filed or will file, an <u>amended</u> 2015 IRS tax return then the parents must submit to the school a 2015 IRS tax return transcript, a copy of the 1040 X tax form and a copy of the corrected tax return. If no return was filed skip to question #2.

# Instructions: Complete this section if the student's parent(s) <u>filed or will file</u> a 2015 income tax return with the IRS.

#### Check the box that applies:

- The student's parent <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *TCNJ will use the IRS information transferred into the student's FAFSA to complete the income verification process.* 
  - The student's parent <u>has not yet</u> used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. See instructions above for information on how to use the IRS Data Retrieval Tool. TCNJ cannot complete verification until the parent has transferred IRS information into the student's FAFSA.

The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2015 IRS tax return transcript(s) OR signed paper copy(ies) of the 2015 IRS tax return that was used for submission to the IRS**. To obtain an IRS tax return transcript go to www.IRS.gov and under "Tools" click on the "Get a tax transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 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 tax return filers. If the parents are married, and separate 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.

*Check here if an IRS tax return transcript(s) is attached to this worksheet.* 

*Check here if IRS tax return transcript(s) OR signed IRS paper copy(ies) will be submitted to the student's school later. Verification cannot be completed until the IRS tax information has been submitted to the school.* 

2. <u>TAX RETURN NONFILERS</u>—Complete this section if the student's parent(s) will not file and <u>is not required</u> to file a 2015 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 2015.

The parent(s) was employed in 2015 and has listed below the names of all the parent's employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 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	2015 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

#### E. Untaxed Income

Student	2015 Untaxed Income	Parent
	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D,E,F,G,H and S.	
	Child support received for all children. Don't include foster care or adoption payments.	
	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing (BAH/BAQ).	
	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work- Study allowances.	
	Other untaxed income not reported, such as workers' compensation, disability, etc. Don't include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Workforce investment Act educational benefits, on-base military housing or a military housing allowance, combat pay (if your parents are not tax filers), benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	
	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	
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### Fill in each box with a \$ amount or "\$0". Thank you!

#### F. 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.

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

#### STOP! Are all boxes filled in? Did you sign the form? Thank you!

Submit this worksheet to the financial aid office at The College of New Jersey (TCNJ) PO Box 7718, Ewing, NJ 08628 Green Hall 101 (609) 771-2211 - Fax (609) 637-5154