

**Dependent Verification Worksheet 2015-2016**

*Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the VFAO using the "vfao upload feature" link on the VFAO website. (If you choose to mail the original of this worksheet, you should keep a copy for your records)*

\_\_\_\_\_  
 Student Last      Student First      Middle Initial      Student SSN

**A. HOUSEHOLD INFORMATION**

**List the people of your parents' household below.** Also list the college of any of the below (**excluding your parents**) if they will be enrolled at least half time in a degree, diploma or certificate program at a postsecondary educational institution any time between July 1, 2015 and June 30, 2016. **Include:**

- Yourself (the student)
- Your parents (including a stepparent), even if you don't live with your parents
- Your parents' other children, if any, if your parent(s) will provide more than half of their support from July 1, 2015 through June 30, 2016, or if the other children would be required to provide your parents' information if the other child were completing a FAFSA for 2015-2016. Include children who meet either of these standards, even if they do not live with your parents
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

*(If more space is needed, attach a separate page with your name and SSN at the top)*

Full Name	Age	Relationship to student	College	Will be enrolled at least half time
Marty Jones (example)	28	Wife	Central University	Yes
		Self		

**Important Note:** The instructions below apply to the student and the parent (as well as a step-parent if the parent is remarried)

**2014 FILING STATUS FOR DEPENDENT STUDENTS**

*Special Circumstance:*

Check here if for the 2014 tax year, you- and/or your parents-were granted a filing extension, filed an amended tax form, was a victim of identity theft, or if you filed a non-IRS Income tax return. **(If you check this box, we must have a completed "Verification of Unusual Tax Circumstances" form)**

**PLEASE CHECK ONE FOR STUDENT & ONE FOR PARENT AND FOLLOW ALL INSTRUCTIONS**

**B. STUDENT INCOME INFORMATION**

**2014 Student Non-Filers**

- I did not (and was not required to) file taxes in 2014 – I did not have any income earned from work in 2014
- I did not (and was not required to) file taxes in 2014; however I was employed.

Please complete information below and provide copies of all 2014 IRS W-2 forms issued. List all employers, even if the employer did not issue a 2014 W-2 form. If you do not have W-2's, submit a signed/dated statement explaining why the IRS Form W-2 is unavailable.

Employer's Name	2014 Amount Earned		IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00		Yes

**2014 Student Federal Income Tax Filers**

- I filed taxes in 2014 (**and**)
  - I **have used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2014 IRS income information into my FAFSA (either on the initial FAFSA or a correction to the FAFSA)
  - I **have not yet used** the IRS Data Retrieval Tool, but I will use the tool to transfer my 2014 IRS income information into my FAFSA once I have filed my 2014 Federal Tax Return
  - I **am unable to use** the IRS Data Retrieval Tool, and I will submit copies of my 2014 Federal Tax return Transcript (*not a copy of the tax return form*) to my school. (To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link)

**C. PARENT INCOME INFORMATION**

**2014 Parent Non-Filers**

- My parents did not file 2014 Federal Taxes (nor were they required to do so) – Neither had any income from work in 2014
- My parents did not file 2014 Federal Taxes (nor were they required to do so); however, one (or both) was employed in 2014. Please complete information below and provide copies of all 2014 IRS W-2 forms issued. List all employers, even if the employer did not issue a 2014 IRS W-2 form. If you do not have W-2's, submit a signed/dated statement explaining why the IRS Form W-2 is unavailable.

Employer's Name	2014 Amount Earned	Employee's name (mother/father)	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Mother	Yes

**2014 Parent Federal Income Tax Filers**

- My parent(s) filed taxes in 2014 (**and**)
  - My parent(s) **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2014 IRS income information into my FAFSA (either on the initial FAFSA or a correction to the FAFSA)
  - My parent(s) **has not yet used** the IRS Data Retrieval Tool, but will use the tool to transfer 2014 IRS income information into my FAFSA once he or she has filed his or her 2014 Federal Tax Return
  - My parent(s) **is unable to use** the IRS Data Retrieval Tool, and I will submit copies of his or her 2014 Federal Tax return Transcript(s) (*not a copy of the tax return form*) to my school. (To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link)
- My parents filed separately in 2014 and I will be providing 2014 Federal Tax Return Transcripts for each

**D. SIGNATURES**

**CERTIFICATION & SIGNATURE**

Each person signing below certifies that all of the information reported is complete and correct

**WARNING: If you purposefully give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
**Student Signature (Required)** **Date**

\_\_\_\_\_  
**Parent Signature (Required)** **Date**