

Dependent Verification Worksheet 2017 – 2018



Student Name

Washburn ID

Student Phone Number

Washburn Tech Financial Aid Office
5724 SW Huntoon Street • Topeka, KS 66604
(785) 670-3360 • (785) 273-7080 fax
tech-fa-info@washburn.edu

Your 2017–2018 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 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 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.

The verification process takes 2 weeks to complete after all required documentation has been received. Any documentation submitted between July 1, 2017 and August 31, 2017 could take up to 3 weeks to complete processing.

A. Number of Household Members and Number in College

List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents 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 the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

For any household member, excluding the parents, who 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, 2017, and June 30, 2018, include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

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.

B. Verification of 2015 IRS Income Tax Return Information for Student Tax Filers

Important Note: The instructions below apply to the student. Notify the financial aid office if the student had a change in marital status after the end of the 2015 tax year on December 31, 2015.

Instructions: Complete this section if the student filed or will file a 2015 IRS income tax return(s).

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student will provide the school a **2015 IRS Tax Return Transcript(s) or a signed copy of your 2015 Tax Return**. To obtain a **2015 IRS Tax Return Transcript**, go to www.irs.gov/transcript. Click "Get Transcript by MAIL." *Or* "Get Transcript by ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To obtain by phone, call 1-800-908-9946. Contact the financial aid office if more information is needed about requesting a Tax Return Transcript from the IRS.

____ Check here if a **2015 IRS Tax Return Transcript(s) or a copy of your 2015 Tax Return** is provided.

____ Check here if a **2015 IRS Tax Return Transcript(s) or a copy of your 2015 Tax Return** will be provided later.

C. Verification of 2015 Income Information for Student Nontax Filers

Important Note: The instructions and certifications below apply to the student. 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:

- 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 employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. **[Provide copies of all 2015 IRS W-2 forms issued to the student by their employers].** List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

D. Verification of 2015 IRS Income Tax Return Information for Parent Tax Filers

Important Note: The instructions below apply to each parent in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.

Instructions: Complete this section if the parents filed or will file a 2015 IRS income tax return(s).

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents will provide the school a **2015 IRS Tax Return Transcript(s) or a signed copy of the parents 2015 Tax Return**. To obtain a **2015 IRS Tax Return Transcript**, go to www.irs.gov/transcript, "Click "Get Transcript by MAIL." *Or* "Get Transcript by ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To obtain by phone, call 1-800-908-9946. Contact the financial aid office if more information is needed about requesting a Tax Return Transcript from the IRS.

If the parents filed separate 2015 IRS income tax returns, 2015 IRS Tax Return data must be provided for both.

_____ Check here if a **2015 IRS Tax Return Transcript(s) or a signed copy of the parent's 2015 Tax Return** is provided.

_____ Check here if a **2015 IRS Tax Return Transcript(s) or a signed copy of the parent's 2015 Tax Return** will be provided later.

E. Verification of 2015 Income Information for Parent Nontax Filers

Important Note: The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed nor had 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. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

F. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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