

**2017-2018 Cazenovia College Verification Worksheet - Dependent Student**

**Student Name:** \_\_\_\_\_

**ID #:** \_\_\_\_\_

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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**A. Student’s Information**

<b>Student’s Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Student’s Social Security Number</b>
<b>Student’s Street Address (including apt. #)</b>			<b>Student’s Date of Birth</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Student’s Email Address</b>
<b>Student’s Home Phone Number</b>			<b>Student’s Alternate or Cell Phone Number</b>

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

- Yourself, 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.

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**Verification of 2015 IRS Income Tax Return Information for Student Tax Filers**

**Important Note:** The instructions below apply to the student.

**Instructions:** Complete this section if the student 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 [FAFSA.gov](http://FAFSA.gov).* Please see the enclosed **FAFSA IRS Data Retrieval Tool & IRS Tax Return Transcript Request Processes** information sheet for instructions.

**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 has not yet used the IRS DRT 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 DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. (Signature not required) Please see the enclosed **FAFSA IRS Data Retrieval Tool & IRS Tax Return Transcript Request Processes** information sheet for instructions.
- Check here if a **2015 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.
- The student was not employed and had no income earned from work in 2015 and is not required to file a 2015 IRS tax return.
- 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. The student did not file a 2015 tax return.

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>

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**ID #:** \_\_\_\_\_

**Verification of 2015 IRS Income Tax Return Information for Parent Tax Filers**

**Important Note:** The instructions below apply to each parent included in the household. Parent applies to biological, adoptive or step-parent.

**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 [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available 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 within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

**Check the box that applies:**

- The parent(s) has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student’s FAFSA.
- The parent(s) has not yet used the IRS DRT 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) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. (signature not required) Please see the enclosed ***FAFSA IRS Data Retrieval Tool & IRS Tax Return Transcript Request Processes*** information sheet for instructions.
- Check here if a **2015 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.
- The parent(s) was not employed and had no income earned from work in 2015 and will not file a 2015 IRS tax return.
- The parent(s) 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 parent(s) by their employers.]** List every employer even if the employer did not issue an IRS W-2 form. The parent(s) did not file a 2015 tax return.

Please list below any other source(s) of income for **2015** such as Social Security, disability, child support, etc.

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>

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**Certifications and Signatures  
(Dependent Student)**

**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 you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date