

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review. Complete this form so that we may continue processing your aid application. We will compare information from your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected.

1. **YOU MUST REVIEW, ACCURATELY COMPLETE, AND SIGN THIS WORKSHEET.**
2. **SUBMIT THE COMPLETED WORKSHEET AND OTHER DOCUMENTS IF REQUESTED BY THE FINANCIAL AID OFFICE.**

A. Independent Student's Information

Student's Last Name

Student's First Name

Student's Middle Initial

Student's ID - **REQUIRED**

Last 4 Digits of Student's SSN

B. Independent Student's Household Information

List below the names and ages of all Household Members that meet the definition here:

- Yourself
- Your spouse, if you are married
- Your children, if any, *if you will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017-2018. Include children who meet either of these descriptions, even if they do not live with you.*
- Other people, *if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.*

Full Name <i>of each</i> Household Member	Age	Relationship	College Name (if enrolled)	Will be Enrolled at Least 1/2 Time
Marty Jones(example)	28	Wife	Central University	Yes
		Self		

C. Independent Student's (and Spouse's, if applicable) Income Information to Be Verified

On this page, and the next, select one box from the seven choices in the appropriate column depending on your marital status:

Single, Unmarried, or Divorced/Separated Students	Married Students (Spouse's Information Required)
<p><input type="checkbox"/> I filed a 2015 federal income tax return and transferred my tax data to the FAFSA using the IRS Data Retrieval Tool. ***Note: The Financial Aid Office must confirm the IRS Data was received via the FAFSA before this form will be processed. Instructions for using this tool are on the next page.</p>	<p><input type="checkbox"/> We filed a 2015 federal income tax return and transferred tax data to the FAFSA using the IRS Data Retrieval Tool. ***Note: The Financial Aid Office must confirm the IRS Data was received via the FAFSA before this form will be processed. Instructions for using this tool are on the next page.</p>
<p><input type="checkbox"/> I filed a 2015 federal income tax return, but did not use or was not eligible to use the IRS Data Retrieval Tool on my FAFSA. I have attached the required copy of my 2015 IRS Tax Return Transcript (not a copy of the filed tax return).</p>	<p><input type="checkbox"/> We filed a 2015 federal income tax return (or returns, if filed separately), but did not use or were not eligible to use the IRS Data Retrieval Tool on my FAFSA. I have attached the required copy/copies of our 2015 IRS Tax Return Transcript(s) (not a copy of the filed tax return).</p>
<p><input type="checkbox"/> I filed a 2015 federal income tax return, but had to file an amended return so I was not able to use the IRS Data Retrieval Tool. I have attached the required copy of my 2015 IRS Tax Return Transcript (not a copy of the filed tax return) and a copy of my filed 2015 IRS Form 1040X, which I signed.</p>	<p><input type="checkbox"/> We filed a 2015 federal income tax return (or returns, if filed separately), but one or both of us had to file an amended return, so we were not able to use the IRS Data Retrieval Tool. We have attached the required copy/copies of our 2015 IRS Tax Return Transcript(s) (not a copy of the filed tax return/returns) and a copy of our filed 2015 IRS Form 1040X(s), which is/are signed.</p>
<p><input type="checkbox"/> I have been granted a 2015 income tax filing extension. As required, I have attached a copy of IRS Form 4868 that was filed for 2015, a copy of the IRS's approval of an extension beyond the automatic 6-month extension if additional time was requested, a Verification of Non-filing Letter from the IRS dated after 10/1/16, and all earning statements (W2s, 1099s, etc.). If self-employed, I have also included a signed statement with estimates of AGI and taxes paid. <i>Note: If the extension date has passed we will require a copy of the IRS Tax Return Transcript.</i></p>	<p><input type="checkbox"/> We have been granted a 2015 income tax filing extension. As required, we have attached a copy of IRS Form 4868 that was filed for 2015, a copy of the IRS's approval of an extension beyond the automatic 6-month extension if additional time was requested, a Verification of Non-filing Letter from the IRS dated after 10/1/16, and all earning statements (W2s, 1099s, etc.). If self-employed, we have also included a signed statement with estimates of AGI and taxes paid. <i>Note: If the extension date has passed we will require a copy of the IRS Tax Return Transcript.</i></p>

C. (continued from previous page)

<i>Single, Unmarried, or Divorced/Separated Students</i>	<i>Married Students (Spouse's Information Required)</i>
___ I earned income but did not file, nor was I required to file, a 2015 federal income tax return. I have attached a Verification of Non-filing Letter from the IRS dated on or after 10/1/16, along with the required copies of all 2015 W2s, 1099s, and other wage statements. (See SECTION D if you cannot provide income documents.)	___ We earned income but did not file, nor were we required to file, 2015 federal income tax returns. We have attached a Verification of Non-filing Letter from the IRS dated on or after 10/1/16, along with the required copies of all 2015 W2s, 1099s, and other wage statements. (See SECTION D if you cannot provide income documents.)
___ I was not employed in 2015 and earned no income from work. I have attached a Verification of Non-filing Letter from the IRS dated on or after 10/1/16.	___ We were not employed in 2015 and earned no income from work. We have attached a Verification of Non-filing Letter from the IRS dated on or after 10/1/16.
___ The college did not request financial income information from me for 2017-18.	___ The college did not request financial income information from me for 2017-18.

*****Instructions for using the IRS Data Retrieval Tool at www.fafsa.gov:** To use the tool, go to www.fafsa.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool if you electronically filed an IRS tax return, or up to eleven weeks for paper IRS tax return filers.

If you are unable to use the IRS Data Retrieval Tool or provide tax transcripts, contact the Financial Aid Office.

D. I am unable to provide 2015 W2s, 1099s, or other wage statements as required in section C above. In place of those documents I have listed all of my sources of income and amounts from 2015 below. Only complete this section if you did not and will not file taxes in 2015, had income, and are unable to provide documentation for your earnings. You are required to provide verification of non-filing from the IRS.

Source of Income	Name of Income Earner	Relationship to Student	2015 Total Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Suzy Smith</i>	<i>Spouse</i>	<i>\$2,000.00</i>

Certification and Signature: I certify that all the information reported on this worksheet is complete, correct, and the required documents are attached. Student's signature is required. 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

Spouse's Signature

Date

- If additional space is needed, please attach another sheet with the student's name, ID, and last 4 digits of the student's SSN.
- You should make a copy of this worksheet for your records.
- For questions regarding any part of this worksheet please contact the Financial Aid Office at 855-877-3943.
- Submit this worksheet to the Financial Aid Office.

MAIL: FINANCIAL AID OFFICE 200 DANIEL ROAD KEYSVILLE, VA 23947	FAX : 434-736-9716	EMAIL: verify@southside.edu
--	--------------------	--