2017–2018 Standard Verification Worksheet

V1-Independent Student

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". The Financial Aid Office at your college must compare information from your FAFSA with information you provide on this worksheet and with any other required documents. If there are differences, your Financial Aid Office may require additional documentation and your FAFSA information may need to be corrected. You will not receive federal financial aid until all verification requirements are met and the necessary corrections made.

What You Should Do

1. If you (or your spouse, if you are married) are tax filers, obtain a **2015 IRS Tax Return Transcript** for yourself and/or your spouse. The Financial Aid Office cannot accept preparer's copies of the required tax documents. Request an IRS Tax Return Transcript online at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-908-9946. Make sure you select an IRS Tax Return Transcript and NOT the IRS Tax Account Transcript. Be sure to specify **tax year 2015** when making your request. **Important Note:** If you used the IRS Data Retrieval Tool to transfer your 2015 income data into your FAFSA, you may not have to submit the IRS Tax Return Transcript.
2. If you (or your spouse) had income earned from work in 2015, but did not and were not required to file a tax return, you both must provide a **2015 Verification of Non-Filing Letter** dated on or after October 1, 2016, and all **W-2 forms** for tax year 2015 issued to you by your employers. Request a Verification of Non-Filing Letter at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-908-9946.
3. Complete Sections A-C of this worksheet – you must sign the Section D certification on page 2 of the worksheet.
4. Submit the completed worksheet, tax return transcript(s) and any other required documents to the Financial Aid Office at your college.

A. Student's Information

Student's Last Name First Name M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)	Student's CUNYfirst ID / Empl ID
City, State, Zip Code	Student's Date of Birth
Student's Phone Number (include area code)	Student's Email Address

B. Student's Household Information

List the people you will support between July 1, 2017 and June 30, 2018. Include:

- Yourself and your spouse (if you are married)
- Your other children if you (or your spouse) provide more than half of their support, even if they don't live with you.
- Other people if they now live with you and you now provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Write the name of the college below for any household member 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.

If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Example: Jane Smith	*18*	*Sister*	*State University*	*Yes*
		Self		

Student Name:	Student SSN: XXX-XX- ____ ____ ____ ____

C. Student/Spouse's Income Information to Be Verified

NOTE: Notify the Financial Aid Office at your college if you and your spouse had a change in marital status after December 31, 2015 or filed (or will file) an amended 2015 IRS tax return.

Check the appropriate box (or boxes):

☐ I used the IRS Data Retrieval Tool in FAFSA-on-the-Web to transfer 2015 IRS income tax information into the FAFSA. [*The income tax information from the FAFSA will be used to complete the verification process.*]

☐ I did not (or could not) transfer my/our 2015 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached a copy of my/our **2015 IRS Tax Return Transcript** to this worksheet. [*If you filed a joint tax return, but reported your marital status on the FAFSA as separated, divorced or widowed, you must include copies of all IRS Form W-2s with the tax return transcript*.]

☐ I/we have not filed (and are not required to file) a 2015 federal income tax return and I/we had no income earned from work in 2015. I/we have each attached a **2015 Verification of Non-Filing Letter** to this worksheet.

☐ I/we have not filed (and are not required to file) a 2015 federal income tax return but I/we had income earned from work in 2015 as listed below. I/we have each attached a **2015 Verification of Non-Filing Letter** to this worksheet. [*List every employer and the amounts earned in 2015, even if an IRS Form W-2 was not issued. You must attach copies of all 2015 IRS Forms W-2 that were issued to you by your employers.*]

If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.

Employer's Name	2015 Amount Earned	2015 IRS Form W2 Attached?
Example: ABC Company	*$1367.75*	*Yes*

D. Certification and Signatures

I/we certify that all the information reported on this worksheet is complete and correct. I/we understand that if we purposely give false or misleading information, I/we could be fined, jailed, or both. [*If student is married, the spouse's signature is optional.*]

Student Signature	Date
Spouse Signature	**Date**

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to the Financial Aid Office at your college.

You should make a copy of this worksheet and all submitted documents for your records.