



Texas College V1 Standard Verification 2017-2018 Verification Worksheet for Dependent Students

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. **Submit this worksheet to:** Texas College Office of Financial Aid 2404 North Grand Ave. Tyler, Texas 75702 Fax: 903-593-9607.

A. Dependent Student's Information (please print)

Student's Last Name	Student's First Name	Student's M.I.	Last 4 Digits of Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home or Cell Phone Number (include area code)			Student's ID Number (if known)

B. Dependent Student's Family Information

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

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) 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 they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Include the name of the college for any household member, excluding your parent(s), 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 the student's name and last 4 digits of their Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (yes or no)
		Self	Texas College	

C. Dependent Student's Income Information to Be Verified - Check the box that applies:

I, the student, will not file and am not required to file a 2015 income tax return with the IRS, **AND** I understand that I must **ALSO** complete and return a **2017-2018 Student Non-Filer Form** and **provide all W-2 copies**.

I, the student, have filed a 2015 income tax return but have **ALSO** filed, or will file, an **AMENDED** 2015 IRS tax return, and I understand I must provide 1.) a signed copy of the original 2015 IRS income tax return that was filed with the IRS or a **2015 IRS Tax Return Transcript** for the 2015 tax year; and 2.) a signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS, and 3.) **Copies of all W-2's**.

I, the student, have filed a 2015 income tax return and have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process. However, I understand I must also provide all W-2 copies with this form.*

I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student's FAFSA once the student has filed a 2015 IRS tax return. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, it can still be used: go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA. . I understand I must also provide all W-2 copies with this form.*

I, the student have filed a 2015 income tax return but am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2015 IRS tax return transcript** (a photocopy of the income tax return is not acceptable). *To obtain a free IRS tax return transcript, go to www.irs.gov and click on the "Get Transcript of Your Tax Records" link under "Tools." If you create an account before proceeding to the additional steps of requesting a tax transcript, you should be able to download and print your transcript immediately, or request the transcript be mailed to your address on record. Alternatively, you may call 1-800-908-9946, or contact your local IRS office to see if you may pick up a copy. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need the Social Security Number (or the IRS individual taxpayer identification number) and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used when the 2015 tax return was filed). Adequate time from the date of filing your tax return (up to three weeks for IRS electronic filers, and up to eleven weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school. . I understand I must also provide all W-2 copies with this form.*

Check here if a 2015 IRS Tax Return Transcript is provided

Check here if a 2015 IRS Tax Return Transcript will be provided later.

Sections C and D Additional Information:

Verification of 2015 Income Information for Individuals with Unusual Circumstances

Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who is not able to obtain a **2015 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2015 IRS income tax return information.

Individuals Who Filed Non-IRS Income Tax Returns

An individual filed or will file a 2015 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2015 income tax return(s).

D. Parents' Income Information to Be Verified - Check the box that applies:

Important Note: The instructions below apply to each parent included 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.

- The parents will not file and are not required to file a 2015 income tax return with the IRS, **AND** understand that they must **ALSO** complete and return a **2017-2018 Parental Non-File Form** and **provide all W-2 copies**.
- The parents have filed a 2015 income tax return but have **ALSO** filed, or will file, an **AMENDED** 2015 IRS tax return, and understand they must provide 1.) A signed copy of the original 2015 IRS income tax return that was filed with the IRS or a **2015 IRS Tax Return Transcript** for the 2015 tax year; and 2.) A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS, and 3.) **Copies of all W-2's**.
- The parents have filed a 2015 income tax return and have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the student's FAFSA. *The student's school will use the IRS information that was transferred in the verification process.* **The parents understand they must also provide all W-2 copies with this form.**
- The parents have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student's FAFSA once the parents have filed a 2015 IRS tax return. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the parents have not already used the tool, it can still be used: go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parents are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA. .* **The parents understand they must also provide all W-2 copies with this form.**
- The parents have filed a 2015 income tax return but are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2015 IRS tax return transcript** (a photocopy of the income tax return is not acceptable). *To obtain a free IRS tax return transcript, go to www.IRS.gov and click on the "Get Transcript of Your Tax Records" link under "Tools." If you create an account before proceeding to the additional steps of requesting a tax transcript, you should be able to download and print your transcript immediately, or request the transcript be mailed to your address on record. Alternatively, you may call 1-800-908-9946, or contact your local IRS office to see if you may pick up a copy. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 tax return was filed). Adequate time from the date of filing your tax return (up to two weeks for IRS electronic filers, and up to eight weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. The IRS estimates allowing a minimum of 5 business days for your receipt of an available requested transcript. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school. .* **The parents understand they must also provide all W-2 copies with this form.**
- The parents are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. If the parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for both. **The parents understand they must also provide all W-2 copies with this form.**

To obtain a **2015 IRS Tax Return Transcript**, go to www.IRS.gov and click on the "Get Transcript of Your Tax Records" link under "Tools." If you create an account before proceeding to the additional steps of requesting a tax transcript, you should be able to download and print your transcript immediately, or request the transcript be mailed to your address on record. Alternatively, you may call 1.800.908.9946, or contact your local IRS office to see if you may pick up a copy. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2-3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8-11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

- Check here if a 2015 IRS Tax Return Transcript is provided
- Check here if a 2015 IRS Tax Return Transcript will be provided later.

E. Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported on this worksheet 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 on this worksheet, you may be fined, be sentenced to jail, or both.

You should make a copy of this worksheet for your records.

Print Student's Name

Final four digits of Student's Social Security Number

Student's Signature

Date

Parent's Signature

Date *Revised March 2017*

Submit this worksheet to: Texas College Office of Financial Aid, 2404 North Grand Ave. Tyler, Texas 75702