2015-2016: V5 Dependent Student Aggregate Verification Worksheet

Your 2015–2016 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 must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to

Fisk University
Student Financial Aid Office
1000 17th Avenue North,
Nashville, TN, 37208
Phone: (615) 329-8735
Fax: (615) 329-8774

A. Dependent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Student’s ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Alternate or Cell Phone Number</th>
<th>Parent’s Phone Number (include area code)</th>
</tr>
</thead>
</table>

B. Dependent Student’s Family Information

Number of Household Members: List below the people in the parents’ household. Include:

- The student.
- The parents (including a stepparent) even if the student does not live with the parents.
- The parents’ other children if the parents will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. 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 from July 1, 2015, through June 30, 2016.

Number in College: Include below information about 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, 2015, and June 30, 2016, include the name of the college.
### C. Dependent Student’s Income Information

1. **TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2014 IRS tax return, the student must contact the Student Financial Services Department before completing this section.

   **Instructions:** Complete this section if the student filed or will file a 2014 IRS income tax return. 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](https://www.fafsa.gov). In most cases, no further documentation is needed to verify 2014 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

   In most cases, for electronic tax return filers, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the Student Financial Services Department if more information is needed about using the IRS DRT.

   **Check the box that applies:**

   ☐ The student has used the IRS DRT in [FAFSA on the Web](https://www.fafsa.gov) to transfer 2014 IRS income tax return information into the student’s FAFSA.

   ☐ The student has not yet used the IRS DRT in [FAFSA on the Web](https://www.fafsa.gov), but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.

   ☐ The student is unable or chooses not to use the IRS DRT in [FAFSA on the Web](https://www.fafsa.gov), and instead will provide the school a 2014 IRS Tax Return Transcript.

   To obtain a 2014 IRS Tax Return Transcript, go to [www.IRS.gov](https://www.irs.gov) and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return). In most cases, for electronic filers, a 2014 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

   ☐ Check here if the student’s 2014 IRS Tax Return Transcript is provided.

   ☐ Check here if the student’s 2014 IRS Tax Return Transcript will be provided later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student’s school.
1. **TAX RETURN NONFILERS – 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 2014 income tax return with the IRS.

Check the box that applies:

- [ ] The student was not employed and had no income earned from work in 2014.
- [ ] The student was employed in 2014 and has listed below the names of all the student’s employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. Provide copies of all 2014 IRS W-2 forms issued to the student by employers. List every employer even if the employer did not issue an IRS W-2 form.

*Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.*

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

2. **Employer’s Name**

3. **2014 Amount Earned**

4. **IRS W-2 Provided?**

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

**D. Parent’s Income Information**

1. **TAX RETURN FILERS—Important Note:** The instructions below apply to each parent included in the household as reported in Section B of this worksheet. Notify the Student Financial Services Department if the parents filed separate IRS income tax returns for 2014 or had a change in marital status after the end of the 2014 tax year on December 31, 2014.

Instructions: Complete this section if the parents filed or will file a 2014 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. In most cases, no further documentation is needed to verify 2014 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, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the Student Financial Services Department if more information is needed about using the IRS DRT.

Check the box that applies:

- [ ] The parents have used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.
- [ ] The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.
- [ ] The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2014 IRS Tax Return Transcript(s). If the parents filed separate 2014 IRS income tax returns, 2014 IRS Tax Return Transcripts must be provided for both.

To obtain a 2014 IRS Tax Return Transcript, go to www.IRS.gov and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2014 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return). In most cases, for electronic filers, a 2014 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

- [ ] Check here if the parent’s 2014 IRS Tax Return Transcript(s) is provided.
- [ ] Check here if the parent’s 2014 IRS Tax Return Transcript(s) will be provided later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.
2. TAX RETURN NONFILERS – 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 2014 income tax return with the IRS.

Check the box that applies:

☐ Neither parent was employed and had no income earned from work in 2014.

☐ One or both parents were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. Provide copies of all 2014 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.*

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

E. Receipt of SNAP Benefits

**Important Note:** Complete this section if someone in the parent’s household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) on the FAFSA. Contact the Student Financial Services Department to determine if this section of the worksheet needs to be completed.

☐ The parents certify that ___________________________________________________________________, a member of the parent’s household, received benefits SNAP sometime during 2014 or 2014. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The parents’ household includes:

▪ The student.
▪ The parents (including a stepparent) even if the student does not live with the parents.
▪ The parents’ other children if the parents will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. 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 from July 1, 2015, through June 30, 2016.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2013 or 2014.

F. Child Support Paid

**Important Note:** Complete this section if any member of the household reported on the FAFSA that child support was paid in 2014. Contact the Student Financial Services Department to determine if this section of the worksheet needs to be completed.

☐ One of the parents included in the household or the student paid child support in 2014. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2014 for each child.

*If more space is needed, provide a separate page that includes the student’s name and ID number at the top.*
<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name and Age of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2014</th>
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</thead>
<tbody>
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**Note:** If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:
- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

**G. Identity and Statement of Educational Purpose (To Be Signed With Notary)**

If the student is unable to appear in person at __________________________________________________________ (Name of Postsecondary Educational Institution) to verify his or her identity, the student must provide:

- A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver’s license, other state-issued ID, or passport; and
- The original notarized Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I ________________________________ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending ________________________________________________ for 2015-2016.

__________________________________________  ___________________________
Student’s Signature      Date

__________________________________________
Student’s ID Number
Notary’s Certificate of Acknowledgement

State of _______________________________________________________________________________
City/County of __________________________________________________________________________

On _______________________, before me, ____________________________________________________,
(Date)             (Notary’s name)
personally appeared, _____________________________________________________, and proved to me
(Printed name of signer)
on basis of satisfactory evidence of identification ____________________________________________
(Type of government-issued photo ID provided)
to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)                                            ________________________________________________
(Notary signature)

My commission expires on _________________________
(Date)

H. High School Completion Status

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2015–2016:

- An official high school transcript that shows the date when the diploma was awarded.
- An official General Educational Development (GED) certificate or an official GED transcript proving successful obtainment of a GED.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- An official academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above must contact the Student Financial Aid Department.
I. Certifications and Signatures

Each person signing below certifies that all of the information reported on this worksheet and on any attached page(s) is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Student’s Signature (Required)               Date

Parent’s Signature (Required)               Date

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Submit this worksheet and any required documents to the Student Financial Aid Department.