



## 2017-2018

## FINANCIAL AID VERIFICATION WORKSHEET

### What is Verification?

The U.S. Department of Education (ED) randomly selects students at each institution for schools to verify information on their FAFSA. Your FAFSA has been selected for us to collect and verify information related to your FAFSA answers.

### Instructions

- Complete all sections of this worksheet. Write "0" for any income not received and "N/A" for sections that do not apply.
- Collect requested **2015** financial documents for you and your spouse (if married) or for your parent(s) (if dependent).
- Submit this completed form, along with the required financial documents, to the address, fax, or email at the top of this page.

Documents must be submitted within **14 days** of the initial request to avoid a significant delay in receiving your financial aid. We will notify you if additional information is needed. This process takes several weeks to complete, so prompt attention to this request is essential for the timely processing of your financial aid.

### 1. Student Information: Please **print neatly** so we are able to match your information to your file.

Student's Full Legal Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Student's E-mail Address: \_\_\_\_\_ Student's Cell Number: \_\_\_\_\_

### 2. Household: List yourself first regardless of where you live. List others as they apply.

<b>DEPENDENT STUDENTS should also list:</b>	<b>INDEPENDENT STUDENTS should also list:</b>
<ul style="list-style-type: none"> <li>• Parents (biological or adoptive), if they are living together, regardless of marital status or gender. This may include a step-parent if your parent is remarried—even if you do not live with your parents.</li> <li>• Other dependent children of your parents or any other people, if your parent(s) will provide more than half of their support from July 1, 2017–June 30, 2018, or they would be required to provide parental information when applying for Federal Student Aid.</li> </ul>	<ul style="list-style-type: none"> <li>• Your spouse (if married, and not separated).</li> <li>• Your children or any other people, if they now live with you, if you* will provide more than half of their support, and you will continue to provide more than half of their support from July 1, 2017–June 30, 2018.</li> </ul> <p>* This includes support provided by your spouse if you are currently married and not separated.</p>

Check here and attach a separate sheet with student name if more space is needed for additional household members.

Full Name	Age	Relation to Student	College/University attending 2017–18 (degree seeking, attending at least half-time)
		Self	University of Pittsburgh ( ) Campus

**3. Tax and Income Information**

- Submit an official IRS Tax Return Transcript if you filed a **2015** U.S. Tax Return and:
  - you did not use the IRS Data Retrieval Tool when you filed your FAFSA, or
  - you used the IRS Data Retrieval Tool and then made changes to the data on your FAFSA.
- If you filed a Foreign Tax Return:
  - submit a signed and dated copy of the form to our office. The form must be translated into English, OR
  - submit a statement of income, if you earned income in a country that does not require you to file tax returns.
- Please **do not** submit copies of your tax returns unless instructed.
- **Tax information submitted must be from the 2015 tax year.**

To request an IRS Tax Return Transcript:

- request online, go to <https://irs.gov/Individuals/Order-a-Transcript>. Request the **2015** Tax Return Transcript.
- order by phone, call 800-908-9946 and follow the prompts.

Review each statement and choose the one that best fits your situation Answer for both student and spouse or parent (if dependent)				You	Parent/Spouse
a. I did not work or I have <b>no earned income</b> from working in <b>2015</b> .					
b. I worked in <b>2015</b> but I was not required to file a <b>2015</b> Federal Income Tax return with the IRS. <b>Attach copies of all federal W-2 forms and/or 1099 forms.</b>					
Non-filer's Name	Employer(s)	<b>2015</b> Earnings	W-2 Form(s) Included		
c. I used the IRS Data Retrieval Tool to transfer my <b>2015</b> IRS Tax information to the FAFSA.					
d. I did NOT use the IRS Data Retrieval Tool to transfer my <b>2015</b> IRS Tax information to the FAFSA. <b>Attach 2015 IRS Tax Return Transcript</b>					
e. I made changes to the transferred data after using the IRS Data Retrieval on my FAFSA. <b>Attach 2015 IRS Tax Return Transcript</b>					
f. I have a unique Tax Situation (Contact the Financial Aid Office). Please circle the tax filer for which the unique tax situation applies to:					
<input type="checkbox"/> Filed an amended <b>2015</b> Tax Return		<b>Tax filer:</b>	Student      Parent		
<input type="checkbox"/> Filed a <b>2015</b> Federal Tax Extension		<b>Tax filer:</b>	Student      Parent		
<input type="checkbox"/> Was the victim of Identity Theft		<b>Tax filer:</b>	Student      Parent		

**4. Other Information to be Verified:**

Please list dollar amounts or 0 for the following items:	You	Parent/Spouse
a. Taxable earnings from <b>Federal Work-Study</b> or other need-based work program.		
b. Child support <u>received</u> in <b>2015</b> for all children, not including foster or adoption payments.		
c. Housing, food and other living allowances for military, clergy, or paid by others, including cash payments and cash value of benefits, that were received in <b>2015</b> .		
d. Cash received or money paid on your behalf from someone other than the supporting parent(s) in <b>2015</b> . Source: _____		
e. Veteran's non-educational benefits and/or VA Education Work-Study allowance. Source: _____		
f. Other untaxed income not reported, such as <u>workers' compensation, disability, untaxed pensions, etc.</u> (do not include Social Security Benefits). Provide documentation.		
g. <b>2015 Low Income Certification:</b> If the parent(s) of a dependent student or independent student (and spouses, if applicable) had <b>earned income less than \$6,000 in 2015</b> , please submit a detailed explanation of <b>2015</b> household income and expenses. Include how expenses such as housing, food, utilities, etc. were paid throughout the year. (Attach a separate sheet)		

**5. Signatures:** Each person signing this form certifies that all information reported on it is complete and correct. If you purposely give false or misleading information, you may be fined, sentenced to jail, or both.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (must be from the parent who signed the FAFSA)

\_\_\_\_\_  
Date