EMORY & HENRY COLLEGE

2014-2015 Independent Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called "Verification". Once your FAFSA has been selected for verification, we are required to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your spouse (if applicable) must complete and sign this worksheet, attach any required documents, and submit the worksheet and required documents to our office. **Your financial aid is not final until the verification process is complete.**

A. Student's Information

Student's Last Name First Name M.I. _____

Student's Identification (ID) Number _____

Student's Street Address (include apt. no.) _____

Student's Date of Birth _____

City, State, Zip Code _____

Student's Email Address _____

Student's Home Phone Number (include area code) _____

Student's Alternate or Cell Phone Number _____

B. Family Information

Use the space below to list the members of your household:

- Yourself, and your spouse (if applicable), and
- Your children, if you will provide more than half of their support from July 1, 2013, through June 30, 2014, even if they do not live with you, and;
- 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, 2014.
- Include name of college for any household member that is enrolled at least half time in a degree seeking-program between July 1, 2014 and June 30, 2015.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	*Emory & Henry College*	*Yes*

EMORY & HENRY COLLEGE

C. Income Information

STUDENT:

Check one box:

☐ The student filed taxes and has used the IRS DRT in *FAFSA on the Web* to transfer 2013 IRS income tax return information into their FAFSA.

☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2013 IRS Tax Return Transcript**.

☐ The student did not work and will not file a tax return.

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into 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 2013 IRS income tax information into your FAFSA. It takes up to two weeks from the date you electronically filed your tax return for IRS income information to be available for the IRS Data Retrieval Tool. If you filed a paper tax return, you must wait up to eight weeks from the date you filed your return to use the IRS Data Retrieval Tool. To obtain a 2013 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."

***** Please remember to attach copies of all student and spouse W-2 Forms, regardless of whether or not you filed a federal tax return.*****

SPOUSE:

Check one box:

☐ The spouse filed taxes and has used the IRS DRT in *FAFSA on the Web* to transfer 2013 IRS income tax return information into the student's FAFSA.

☐ The spouse is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2013 IRS Tax Return Transcript(s)**.

☐ The spouse did not work and will not file a tax return.

D. Other Information

Child Support Paid:

Name of the person who paid child support	Name of person to whom child support was paid	Name of Child for whom support was paid	Amount of Child support paid in 2013

SNAP Benefit Received

For 2012 or 2013, did you or anyone in your household receive benefits from Supplemental Nutrition Assistance Program (SNAP).

____YES ____NO

E. Certification and Signatures

Each person signing below certifies that the information reported is complete and correct.

_____ _____

Student's Signature Date

_____ _____

Spouse's Signature Date