

## 2017-2018 Dependent Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. If there are differences between the FAFSA and the documents submitted, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation. **We cannot determine or award federal financial aid until verification has been completed, so please provide the needed documentation as soon as possible.**

**WHAT YOU NEED TO KNOW:**

**Step 1:** Complete this form in blue or black ink. Ensure the form is filled out completely; if the answer is zero or if the question does not apply to you, write “0” or “N/A.” **Do not leave blank.** This form will be returned to you if information is not fully and accurately completed.

**Step 2:** Provide the tax and income information as requested in section C (for student) and section D (for parent).  
**To obtain an IRS Tax Return Transcript or Verification of Non-Filing:** go to [www.irs.gov/transcript](http://www.irs.gov/transcript) or call 1 (800) 908-9946. Transcripts can be printed immediately or a copy can be mailed within approximately 7-10 days from the date the request was made electronically or by phone. IRS income information is usually available to be requested approximately three weeks after taxes are filed electronically and up to eleven weeks for paper IRS tax return filers. If no tax return was filed, a Verification of Non-Filing Letter will be provided by the IRS.

**Step 3:** Bring, fax, or mail this form to the University of Arkansas – Fort Smith Financial Aid Office. **Do not make any further corrections or changes to the FAFSA once you have submitted this form unless specifically advised to do so by the Financial Aid Office.**

**A. STUDENT INFORMATION:**

Last Name	First Name	MI	UAFS Student ID
Street Address			Date of Birth
City	State	Zip Code	Daytime Phone Number (include area code)

**B. FAMILY INFORMATION:**

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

- Yourself and your parents or stepparent (even if you don't live at home with them), **and**
- Your parents' other children, *if your parents provide more than 50% of their financial support*, and will continue to do so from July 1, 2017 through June 30, 2018, OR if the children would have to use your parents' information when applying for Federal Student Aid, **and**
- Other people living in your parent's home, *for whom your parents provide more than 50% of their financial support and will continue to do so from July 1, 2017 through June 30, 2018.* **Submit 2017-2018 Dependent Support Documentation Form.**

Full Name	Date of Birth	RELATIONSHIP	COLLEGE NAME If Enrolled at Least Half-Time During 2017-2018
		SELF	University of Arkansas – Fort Smith

**C. STUDENT FEDERAL TAX RETURN and INCOME INFORMATION:**

Please choose one of the following options: (See instructions at the beginning of this form on how to obtain the IRS Tax Return Transcript or Verification of Non-filing Letter from the IRS).

**FOR TAX FILERS:** Please check the appropriate box if a tax return was filed in your name for 2015.

- IRS Data Retrieval Tool in FAFSA on the Web or 2015 Tax Return Transcript**  
The student has used or will use the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the FAFSA. *Please note:* If IRS Data Retrieval Tool information is changed, we will not be able to complete verification with that information and will require the 2015 tax return transcript.
- Granted an Extension beyond October 15, 2016**  
The student has been granted a filing extension by the IRS and has attached:
  - a copy of the IRS Form 4868 “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return” that was filed for 2015;
  - a copy of the IRS’s approval of an extension beyond the automatic 6 month extension, if the individual requested an additional extension of the filing time for tax year 2015
  - a copy of any 2015 W-2(s)
  - *if self-employed*, a signed statement certifying the amount of the individual’s AGI and U.S. income tax paid for 2015.
- Filed an Amended Tax Return**  
The student has filed an amended IRS income tax return (1040X) for 2015 and has attached:
  - a copy of the 2015 Tax Return Transcript (**NOT** the income tax return);
  - and a signed copy of the 2015 IRS Form 1040X “Amended US Individual Income Tax Return” that was filed
- Victim of Identity Theft**  
The student is a victim of identity theft and is unable to provide a copy of the 2015 Tax Return Transcript or use the IRS Data Retrieval Tool. A victim of tax administration identity theft 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 information.  
The student has attached:
  - a copy of the Tax Return Database View (TRDBV) transcript obtained from the IRS;
  - a signed statement indicating you were a victim of IRS tax-related identity theft and the IRS has been made aware of the tax-related identity theft.
- Foreign/Puerto Rico/other U.S. Territory Tax Return**  
The student has filed or will file a 2015 income tax return with Puerto Rico, another U.S. Territory, or with a foreign country and will provide a translated and signed copy of the 2015 tax return from that territory or country.

**FOR NON-FILERS:** Please check the appropriate boxes if no tax return was filed in your name for 2015.

- Did NOT File and NOT Required to File 2015 Income Tax Return**  
The student did not file and is not required to file a 2015 income tax return with the IRS and must provide:
  - a copy of the Verification of Non-filing Letter from the IRS.
 Please choose one of the following options:
  - Not Employed and Had No Income**  
Student was not employed and had no income earned from work in 2015.
  - Did Earn Income**  
The student was employed in 2015 and has attached a copy of any 2015 W-2(s) or 1099(s).

**List** every employer, even if they did not issue a W-2 or 1099-MISC.

2015 Source of Income	2015 Amount Earned	Earned by (Name)	W-2 or 1099 Attached?
	\$		
	\$		
	\$		

## D. PARENT (and Spouse, if applicable) FEDERAL TAX RETURN and INCOME INFORMATION:

Please choose one of the following options: (See instructions at the beginning of this form on how to obtain the IRS Tax Return Transcript or Verification of Non-filing Letter from the IRS).

**FOR TAX FILERS:** Please check the appropriate box if a tax return was filed in your name for 2015.

**IRS Data Retrieval Tool in FAFSA on the Web or 2015 Tax Return Transcript**

The parent (or spouse, if applicable) has used or will use the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the FAFSA. *Please note:* If IRS Data Retrieval Tool information is changed, we will not be able to complete verification with that information and will require the 2015 tax return transcript.

**Granted an Extension beyond October 15, 2016**

The parent (or spouse, if applicable) has been granted a filing extension by the IRS and has attached:

- a copy of the IRS Form 4868 "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return" that was filed for 2015;
- a copy of the IRS's approval of an extension beyond the automatic 6 month extension, if the individual requested an additional extension of the filing time for tax year 2015
- a copy of any 2015 W-2(s)
- *if self-employed*, a signed statement certifying the amount of the individual's AGI and U.S. income tax paid for 2015.

**Filed an Amended Tax Return**

The parent (or spouse, if applicable) has filed an amended IRS income tax return (1040X) for 2015 and has attached:

- a copy of the 2015 Tax Return Transcript (**NOT** the income tax return);
- and a signed copy of the 2015 IRS Form 1040X "Amended US Individual Income Tax Return" that was filed

**Victim of Identity Theft**

The parent (or spouse, if applicable) is a victim of identity theft and is unable to provide a copy of the 2015 Tax Return Transcript or use the IRS Data Retrieval Tool. A victim of tax administration identity theft 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 information.

The parent(s) has attached:

- a copy of the Tax Return Database View (TRDBV) transcript obtained from the IRS;
- a signed statement indicating you were a victim of IRS tax-related identity theft and the IRS has been made aware of the tax-related identity theft.

**Foreign/Puerto Rico/other U.S. Territory Tax Return**

The parent (or spouse, if applicable) has filed or will file a 2015 income tax return with Puerto Rico, another U.S. Territory, or with a foreign country and will provide a translated and signed copy of the 2015 tax return from that territory or country.

**FOR NON-FILERS:** Please check the appropriate boxes if no tax return was filed in your name for 2015.

**Did NOT File and NOT Required to File 2015 Income Tax Return**

The parent (and spouse, if applicable) did not file and is not required to file a 2015 tax return with the IRS and must provide:

- a copy of the Verification of Non-filing Letter from the IRS.

Please choose one of the following options:

**Not Employed and Had No Income**

Parent (and spouse, if applicable) was not employed and had no income earned from work in 2015.

**Did Earn Income**

The parent (and spouse, if applicable) was employed in 2015 and has attached copies of all 2015 W-2(s) or 1099(s).

**List** every employer, even if they did not issue a W-2 or 1099-MISC.

2015 Source of Income	2015 Amount Earned	Earned by (Name)	W-2 or 1099 Attached?
	\$		
	\$		
	\$		

## E. Certification

By signing this form, we certify that all the information reported on this form is complete and correct. At least one parent must sign.

**WARNING:** If you purposefully give false or misleading information on this form, you may be fined, sentenced to prison, or both.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Step-Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_