



2016-2017

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 Email Address: _____ Student's Cell Number: _____

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

DEPENDENT STUDENTS should also list:	INDEPENDENT STUDENTS should also list:
<ul style="list-style-type: none"> • 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. • 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, 2016 - June 30, 2017, or they would be required to provide parental information when applying for Federal Student Aid. 	<ul style="list-style-type: none"> • Your spouse (if married, and not separated) • 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, 2016–June 30, 2017. <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 2016–17 (degree seeking, attending at least half-time)
		Self	University of Pittsburgh () Campus

3. SNAP Benefits

Did you or any people in the above household receive benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamps Program) at any time in 2014 or 2015? Yes No

4. Child Support Paid: Complete this section if you, your spouse or one of your parents PAID child support in 2015. (Attach a separate sheet if additional space is needed.)

Name of Person in the Household Who PAID Child Support	Name of Person to Whom Child Support was PAID (not in the Household)	Name of Child for Whom Support Was Paid (not in the household)	Age of Child	Amount of Child Support Paid in 2015
				\$
				\$

5. Tax and Income Information

- Submit copies of all W-2 forms received for working at any time in 2015.
- 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.

To request an IRS Tax Return Transcript:

- To request a transcript online, go to www.irs.gov/Individuals/Order-a-Transcript. Request the 2015 Tax Return Transcript.
- To 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 no earned income from working in 2015. No required documentation.					
b. I worked in 2015 but I was not required to file a 2015 Federal Income Tax return with the IRS. Attach copies of all federal W-2 forms and/or 1099 forms.					
Non-filer's Name	Employer(s)	2015 Earnings	W-2 Form(s) Included		
c. I used the IRS Data Retrieval Tool to transfer my 2015 IRS Tax information to the FAFSA. Attach copies of all federal W-2 forms and federal schedules (such as C, F, K-1, etc.)					
d. I did NOT use the IRS Data Retrieval Tool to transfer my 2015 IRS Tax information to the FAFSA. Attach 2015 IRS Tax Return Transcript and copies of all federal W-2 forms					
e. I made changes to the transferred data after using the IRS Data Retrieval on my FAFSA. Attach 2015 IRS Tax Return Transcript and copies of all federal W-2 forms					
f. I have a unique Tax Situation (Contact the Financial Aid Office):					
<input type="checkbox"/> Filed an amended 2015 Tax Return <input type="checkbox"/> Filed a 2015 Federal Tax Extension <input type="checkbox"/> Was the victim of Identity Fraud					

6. Other Information to be Verified:

Please list dollar amounts or 0 for the following items:	You	Parent/Spouse
a. Taxable earnings from Federal Work-Study or other need-based work program.		
b. Child support <u>received</u> in 2015 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 2015.		
d. Cash received or money paid on your behalf from someone other than the supporting parent(s) in 2015. 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. 2015 Low Income Certification: If the parent(s) of a dependent student or independent student (and spouses, if applicable) had earned income less than \$6,000 in 2015 , please submit a detailed explanation of 2015 household income and expenses. Include how expenses such as housing, food, utilities, etc. were paid throughout the year. (Attach a separate sheet)		

7. 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 _____