



2016-2017 Verification Worksheet

Dependent Student

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The federal regulation states that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. NEIU may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid package will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's NEIU 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. Dependent Student's Family Information

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

- Yourself and your parent(s) (including a stepparent) even if you do not live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-2017. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member, who will be enrolled, at least half time in a degree, diploma or certificate program at a postsecondary educational institution any time between July 1, 2016 and June 30, 2017 excluding your parent(s). *If more space is needed, attach a separate page with the student's name and NEIU ID at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Northeastern Illinois University</i>	

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS— Instructions: Complete this section if you, the student, filed or will file a 2015 income tax with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the income section of the application. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. The tax filing status should reflect 'Already Filed.' It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers and up to eight weeks for paper IRS tax return filers.*

Check the box that applies:

- I, the student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- I, the student has not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return is filed.
- I, the student is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript and W-2 form(s)** —not a photocopy of the income tax return. *To obtain an IRS Tax Return Transcript, go to www.irs.gov/Individuals/Get-Transcript and click on the "Get Transcript Online or by Mail." Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."*
 - Check here if the student's IRS Tax Return Transcript and W-2 form(s) are attached to this worksheet.*
- Important Note:** *Verification cannot be completed without these documents.*
- A copy of IRS Form 4868, "Application for automatic Extension of time to File U.S. Individual Income Tax Return" is attached.
- For "Amended U.S. Individual Income Tax Returns" provide the 2015 IRS Form 1040X, Original IRS Tax Transcript **AND** the IRS Tax Account Transcript with amendments
- A copy of a 2015 Foreign Tax Return with any foreign monies converted to U.S. dollars is attached.
- For victims of IRS identity theft, provide an IRS Tax Return Database View (TRDBV) Transcript **AND** a signed, dated statement indicating that you were victim of IRS tax-related identity theft and that the IRS has been made aware. *To obtain a printout of this documentation, contact IRS at 1-800-908-4490.*

2. NON-TAX FILERS—Instructions: Complete this section if the student, will not file and is not required to file a 2015 income tax return with the IRS. You may be required to submit an IRS Non Filer Statement.

Check the box that applies:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015, and whether W-2 form(s) are attached. *List every employer even if they did not issue an W-2 form. If more space is needed, attach a separate page with the student's NEIU ID at the top.*

Employer's Name	2015 Amount Earned	W-2 Attached?
<i>Gonzalez's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

D. Parent's Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—Instructions: Complete this section if the student's parent(s) filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the income section of the application. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. The tax filing status should reflect 'Already Filed.' It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into the student's FAFSA once the parent's IRS income tax return is filed.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will provide the school a copy of the parent's **2015 IRS Tax Return Transcript(s)**—not photocopies of the income tax return. *To obtain an IRS Tax Return Transcript, go to www.irs.gov/Individuals/Get-Transcript and click on the "Get Transcript Online or by Mail." Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."*
 - Check here if an IRS tax return and W-2 form(s) are attached to this worksheet. **Important Note:** Verification cannot be completed without these documents.
 - A parent copy of IRS Form 4868, "Application for automatic Extension of time to File U.S. Individual Income Tax Return" is attached.
 - For "Amended U.S. Individual Income Tax Returns" provide the 2015 IRS Form 1040X, Original IRS Tax Transcript **AND** the IRS Tax Account Transcript with amendments
 - A copy of a 2015 Foreign Tax Return with any foreign monies converted to U.S. dollars is attached.
 - For victims of IRS identity theft, provide an IRS Tax Return Database View (TRDBV) Transcript **AND** a signed, dated statement indicating that you were victim of IRS tax-related identity theft and that the IRS has been made aware. *To obtain a printout of this documentation, contact IRS at 1-800-908-4490.*

2. NON-TAX FILERS—Instructions: Complete this section if the student's parent(s) will not file and is not required to file a 2015 income tax return with the IRS. You may be required to submit an IRS Non Filer Statement.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2015.
- The parent(s) was employed in 2015 and has listed below the names of all the parent's employers, the amount earned from each employer in 2015, and whether W-2 form(s) are attached. *List every employer even if they did not issue an W-2 form. If more space is needed, attach a separate page with the student's NEIU ID at the top.*

Employer's Name	2015 Amount Earned	W-2 Attached?
<i>Gonzalez's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

E. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

2. Complete this section if one of the student's parents **PAID CHILD SUPPORT** in 2015.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2015. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and NEIU ID at the top.*

Name of 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 2015

3. Complete this section if one of the student's parents **RECEIVED CHILD SUPPORT** in 2015.

One (or both) of the student's parents listed in Section B of this worksheet received child support in 2015. The parent has indicated below the name of the person who received the child support, the names of the children for whom child support was received and the total annual amount of child support that was received in 2015 for each child. If asked by the school, I will provide documentation of the child support received. *If you need more space, attach a separate page that includes the student's name and NEIU ID at the top.*

Name of Person Who Received Child Support	Name of Child for Whom Support Was Received	Amount of Child Support Received in 2015

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

*Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the Financial Aid Office at Northeastern Illinois University.
5500 North Saint Louis Avenue (D-200)
Chicago, Illinois 60625-4699
Telefax: 773-442-5040
Email: Financial-Aid@neiu.edu*

You should keep a copy of this worksheet for your records.

<p>FOR OFFICE PURPOSES ONLY: This Worksheet should only be accepted for VERIFICATION TRACKING GROUPS ONE, FIVE OR SIX</p>
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