



*Adrian College*

**Standard Verification Worksheet (V1)**

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. If there are differences, your FAFSA information may need to be corrected. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**A. STUDENT INFORMATION**

Student First Name	Student Last Name	Student Middle Name
Student ID#	Student Street Address (include apt. no.)	
Student Date of Birth	City	State
		Zip Code
Student Email Address	Student Home Phone Number	Student Cell Phone Number

**B. STUDENT HOUSEHOLD INFORMATION**

**Read carefully and complete each column!** Write the names of the household members who will meet the following criteria from July 1, 2017 to June 30, 2018.

- Yourself, even if you don't live with your parent(s)
- Your parent(s), including stepparent, in this household
- Your parents' other children in this household if your parents will provide more than half their support
- Other people: list only if they now live with the parents listed below and will continue to live with them through June 30, 2018 and your parents are providing more than half their support

Full Name	Date of Birth	Relationship	Will this household member attend college at least half-time? If yes, please list college below.
	/ /	Self	Adrian College
	/ /	<input type="checkbox"/> Parent <input type="checkbox"/> Step-parent <input type="checkbox"/> Other _____	Parents and/or Step-parents – Do Not Complete
	/ /	<input type="checkbox"/> Parent <input type="checkbox"/> Step-parent <input type="checkbox"/> Other _____	Parents and/or Step-parents – Do Not Complete
	/ /	<input type="checkbox"/> Sibling <input type="checkbox"/> Other	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College:
	/ /	<input type="checkbox"/> Sibling <input type="checkbox"/> Other	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College:
	/ /	<input type="checkbox"/> Sibling <input type="checkbox"/> Other	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College:
	/ /	<input type="checkbox"/> Sibling <input type="checkbox"/> Other	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College:
	/ /	<input type="checkbox"/> Sibling <input type="checkbox"/> Other	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College:
	/ /	<input type="checkbox"/> Sibling <input type="checkbox"/> Other	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College:

**C. STUDENT INCOME INFORMATION**

1) **TAX RETURN FILERS**—Important Note: If at any time an amended 2015 IRS tax return is filed, the student must contact the financial aid administrator before completing this section.

**THE STUDENT HAS FILED TAXES AND has used the IRS Data Retrieval Tool in FAFSA on the Web** to retrieve and transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

**THE STUDENT HAS FILED TAXES AND is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web**, and the student is submitting to the school a 2015 IRS tax return transcript—

*Students & parents should first log back into the current year FAFSA and attempt to use the Data Retrieval Tool, if unsuccessful please:*

- visit [www.irs.gov](http://www.irs.gov) and request a tax return transcript;
- or call 1-800-908-9946 to request a 2015 Tax Return Transcript;
- or download the IRS2GO app and have your 2015 Tax Return Transcript mailed to the address provided on your taxes.

2) **TAX RETURN NONFILERS**—complete this section if the student is not required to file a 2015 income tax return with the IRS.

**The student was not employed and had no income earned from work in 2015.**

**THE STUDENT DID NOT FILE TAXES and was employed in 2015.** List below the names of all the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form.*

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

**D. PARENT INCOME INFORMATION (Dependent Students Only)** - 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**—Important Note: If at any time an amended 2015 IRS tax return is filed, the parent/student must contact the financial aid administrator before completing this section.

**THE PARENT(S) HAS FILED TAXES AND has used the IRS Data Retrieval Tool in FAFSA on the Web** to retrieve and transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student’s school will use the IRS information that was transferred in the verification process.*

**THE PARENT(S) HAS FILED TAXES AND is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web**, and the student is submitting to the school a 2015 IRS tax return transcript—

*Students & parents should first log back into the current year FAFSA and attempt to use the Data Retrieval Tool, if unsuccessful please:*

- visit [www.irs.gov](http://www.irs.gov) and request a tax return transcript;
- or call 1-800-908-9946 to request a 2015 Tax Return Transcript;
- or download the IRS2GO app and have your 2015 Tax Return Transcript mailed to the address provided on your taxes.

2) **TAX RETURN NONFILERS**—complete this section if the Parent is not required to file a 2015 income tax return with the IRS.

**The parent(s) was not employed and had no income earned from work in 2015.**

**THE PARENT(S) DID NOT FILE TAXES and was employed in 2015.** List below the names of all the parent’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued by employers. *List every employer even if they did not issue an IRS W-2 form.*

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

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**E. 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 (dependent students) must physically sign and date (electronic signatures will not be accepted).**

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Spouse Signature

\_\_\_\_\_  
Date

***Submit this worksheet to the Office of Financial Aid at Adrian College.***

***You should make a copy of this worksheet and all submitted documentation for your records.***