Your application was selected by the U.S. Dept. of Education for review in a process called "verification". You must submit the last 3 pages of this verification worksheet, provide IRS Income Verification from 2015 (2015 IRS Tax Return Transcript or 2015 IRS Tax Return – Signed (1040, 1040A, 1040EZ), along with 2015 W2s (non-tax-filers only).

**IRS Income Verification:**

- **Tax filers directions are on page 1**
- **Special Circumstances directions are on page 2**
  - Examples: 2015 Active Tax Extensions, Identity Theft, 2015 Amended Returns, Foreign Tax Returns and IRA Rollovers and Pension Rollovers w/ IRS DRT
- **Non-tax filers**
  - Submit copies of all 2015 W2s or equivalent

**TAX FILER DIRECTIONS:**

**IRS INCOME VERIFICATION – 2015 TAX YEAR:** The most efficient way to verify income is by using the IRS Data Retrieval Tool within your FAFSA application. If the student/parent has not already used the tool, then please follow the directions below *(IRS Data Retrieval is currently not available at this time).*

- For families with special circumstances, such as filing tax extensions (Form 4868), victims of identity theft, amended tax return filers (1040X), or IRA Rollovers and Pension Rollovers with IRS DRT, please see the section on **special circumstances** on page 2.

**IRS TAX RETURN TRANSCRIPT or IRS TAX RETURN - SIGNED (1040, 1040A, 1040EZ) – 2015 TAX YEAR:**

If you did not use the IRS Data Retrieval tool, all tax filers must submit a 2015 IRS Tax Return Transcript or 2015 IRS Tax Return – Signed (1040, 1040A, 1040EZ). *(IRS Data Retrieval is currently not available at this time).*

You can obtain a Tax Return Transcript by using one of the following:

- **Online Request** - Go to [http://www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript), click "Get Transcript by Online" or "Get Transcript by Mail." Be sure to request the “IRS Tax Return Transcript” and Tax Year “2015” - **NOT** the “IRS Tax Account Transcript.”
- **TelephoneNumber Request** – Call 1-800-908-9946 to request a 2015 IRS Tax Return Transcript.
SPECIAL CIRCUMSTANCES DIRECTIONS:

IRS INCOME VERIFICATION – 2015 TAX YEAR:

- **Tax Extension**
  - Form 4868 that was filed with the IRS - (signed)
  - Copy of the IRS approval of the extension beyond the 6 month extension (if applicable)
  - W-2 Form(s) in 2015 or if self-employed, a signed statement certifying the 2015 AGI and tax paid.

- **Identity Theft**
  - Tax Return Database View (TRDBV) Transcript - obtained from the IRS by calling 1-800-908-4490.
  - Statement signed and dated by the tax filer indicating that they were victims of IRS Tax-related identity theft and that the IRS has been made of aware of the tax-related identity theft.

- **Amended Returns**
  - IRS Form 1040X (signed)
  - IRS Tax Return Transcript that includes information from the original OR any other IRS Transcript that includes all income and tax information from the original tax return or an IRS Tax Return – Signed (1040, 1040A, 1040EZ)

- **Foreign Tax Returns/Puerto Rico, Northern Mariana Islands, Guam, American Samoa, or U.S. Virgin Islands Tax Returns**
  - Transcript from relevant taxing authority listing tax account information for the tax year, if transcript can be obtained at no cost. Otherwise, a copy of tax return filed with taxing authority.

- **IRA Rollers and Pension Rollovers with IRS DRT**
  The IRS DRT does not exclude tax return IRA and/or Pension Distribution Rollovers from untaxed income. This means the IRS DRT will include an IRA and/or Pension Distribution Rollover in your untaxed income on the FAFSA. This may result in a higher Expected Family Contribution (EFC) and decrease in your financial need. Do not attempt to correct the information yourself. By changing any of the tax data, you compromise the data transferred from the IRS. Provide the following to if you do have an Untaxed IRA and/or Pension Rollover:
    - A written notice/request for correction to your FAFSA Untaxed IRA and/or Pension Rollover;
    - A copy of Page 1 of your Federal 2015 IRS Federal Income Tax Return;
    - A copy of IRS Form 1099-R for all IRA or Pension distributions.
A. STUDENT VERIFICATION:

Student’s Last Name          Student’s First Name          Student’s M.I.          Student’s ID Number

Student’s Street Address (include apt. no.)

City          State          Zip Code

Student’s Home Phone Number (include area code)

Student’s Date of Birth

Student’s Email Address

Student’s Alternate or Cell Phone Number

B. FAMILY HOUSEHOLD VERIFICATION:

If you are a dependent student:
• Include yourself.
• Include your parent(s):
  o If your parents are divorced, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided more than half of your support during the last twelve months.
  o If your parent is remarried, include step-parent.
  o If your parents are unmarried but live together, list Parent #1 and Parent #2.
• Include any other children of your parent(s), if your parents provide more than half of their support between July 1, 2016 and June 30, 2017 or if the children would be required to provide parental information if they were completing a 2016-17 FAFSA.
• Include other dependents, if they now live with your parent(s) and your parent(s) will continue to provide more than half of their support through June 30, 2017.

If you are an independent student:
• Include yourself.
• Include your spouse, if you are married.
• Include your children or your spouse’s children if you or your spouse will provide more than half of their support between July 1, 2016 and June 30, 2017, even if the children do not live with you.
• Include other dependents, if they now live with you and you or your spouse will continue to provide more than half of their support through June 30, 2017.

Full Name: Write first and last name of household member.
Age: Write the age of each family member in the chart below.
Relationship: Write the Relationship of each family member to the student in the chart below.
College: Add the name of the college for any household member who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution at least half-time any time between July 1, 2016 and June 30, 2017, excluding your parents.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College attending in 16-17</th>
<th>Will be Enrolled at Least Half Time (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td></td>
<td>Self</td>
<td>Sacred Heart University</td>
<td></td>
</tr>
</tbody>
</table>
C. INCOME VERIFICATION:

☐ TAX RETURN FILERS - If you do not or cannot use the IRS Data Retrieval tool, all tax filers must submit a 2015 IRS Tax Return Transcript or 2015 IRS Tax Return – Signed (1040, 1040A, 1040EZ).

☐ NON-FILERS - Complete this section below if the student/parent will not file and is not required to file a 2015 income tax return with the IRS. List below source(s) and ALL income received in 2015 (attach your W-2 forms or other documents). If student or parent earned cash only, no W-2 form is required (however indicate cash then). Use another worksheet if needed.

Check the box(es) for those people who did not and are not required to file a 2015 Federal Tax Return. Please attach your W-2 forms or other documents if you did not file a tax return.

You    Your Father   Your Mother

<table>
<thead>
<tr>
<th>Source of Income/Support</th>
<th>Student Amount</th>
<th>Father Amount</th>
<th>Mother Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
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</tbody>
</table>

D. SNAP BENEFITS VERIFICATION:

Supplemental Nutrition Assistance Program (SNAP) - formerly food stamps. Were you or members of your household eligible to receive food stamps sometime during 2014 or 2015? Check all boxes that apply:

☐ The student received food stamps in 2014 or 2015 Amount received: $_______________

☐ Your parent(s) received food stamps in 2014 or 2015 Amount received: $_______________

☐ The student did not receive food stamps in 2014 or 2015 ☐ Your parent(s) did not receive food stamps in 2014 or 2015

E. CHILD SUPPORT PAID VERIFICATION:

Did you or a member of your household pay child support during 2015? (Do not include support for children included in household size in Family Household Verification on page 1)

☐ My parent(s) paid child support during 2015

☐ I (or my spouse, if married) paid child support during 2015

☐ Neither I nor my parent(s) paid child support in 2015

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2015</th>
<th>Age of Child to Whom Child Support Was Paid in 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones</td>
<td>Chris Smith (example)</td>
<td>Terry Jones</td>
<td>$6,000.00</td>
<td>10</td>
</tr>
</tbody>
</table>
F. CERTIFICATION AND SIGNATURES VERIFICATION:
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.

*Note: if any information on this form is left blank it will be considered zero or not applicable.*

_________________________________________________  _________________________________
Student’s Signature      Date

_________________________________________________  _________________________________
Parent’s or Spouse’s Signature     Date

*If there are differences between your application and the documents you’ve submitted, corrections may be needed. We cannot process your federal aid until verification has been completed. Please provide the required documentation within 15 days of starting school or the start of your next academic year as applicable.*