



2017–2018 Verification Worksheet

Dependent Student

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. To verify that you provided correct information, the financial aid office 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 office. We reserve the right to ask for additional information. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student’s Information

| | | | |
|---|----------------------|----------------|--|
| Student’s Last Name | Student’s First Name | Student’s M.I. | Student’s Social Security 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

1. **Household Members:** List below the people in your parent(s) household. Include:
 - The student
 - The parents (including a step-parent) even if the student doesn’t live with the parents
 - The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-18. Include children who meet either of these standards even if the children do not live with the parents.
 - Other people if they now live with the parents and the parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2018.

2. **Number in College:** In addition, please include below information about any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017 and June 30, 2018, include the name of the college. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time |
|-----------|-----|--------------|-------------|-------------------------------------|
| | | <i>Self</i> | <i>EGCC</i> | |
| | | | | |
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***Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate. ***

Student's Name: _____

C. Dependent Student's Income Information to Be Verified

1. **TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, see instructions below.

Instructions: Complete this section if the student, 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 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 Financial Information section of the form. 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. 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. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to 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 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 information into the student's FAFSA once the student has filed a 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2015 IRS tax return transcript—DO NOT provide a photocopy of your copy of the income tax return.**

HOW TO OBTAIN A TAX RETURN TRANSCRIPT:

- **Online Request** – go to www.irs.gov, under the Tools heading on the IRS homepage, click, "Get A Tax Transcript" then Click on "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

- Check here if the student's IRS tax return transcript is attached to this worksheet.
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

- The student has been granted a **Filing Extension** by the IRS
If an individual is required to file a 2015 IRS Income Tax Return and has been granted a filing extension by the IRS, provide the following documents:
- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return" that was filed with the IRS for tax year 2015;
 - A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; and
 - A copy of IRS form W-2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of individual's adjusted gross income (AGI) and the U.S. Income tax paid for the year 2015.

- The student has filed an **Amended 2015 IRS Income Tax Return**
If an individual filed an Amended IRS Income Tax Return for 2015 provide both of the following:
- A signed copy of the Original 2015 IRS Income Tax Return that was filed with the IRS or a **2015 IRS Tax Return Transcript** and
 - A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," **that was filed with the IRS.**

Student's Name: _____

2. **TAX RETURN NONFILERS**—Complete this section if you, the student, will not file and are not required to file a 2015 income tax return with the IRS. **Note:** We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

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 employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 W-2 forms issued to you by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

| Employer's Name | 2015 Amount Earned | IRS W-2 Attached? |
|--|--------------------|-------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>\$2,000.00</i> | <i>Yes</i> |
| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned from Work | \$ | |

D. Untaxed Information

Please report untaxed Portions of Individual Retirement Account (IRA) Distributions, Untaxed Portions of Pensions: IRA Deductions and Payments, Tax Exempt Interest Income, Education Tax Credits or Tax-deferred pension & retirement savings plans for on W-2's, Box 12a-d, codes D,E,F,G, H & S.

- a. Untaxed Portions of Individual Retirement Accounts (IRA) Distributions from 2015 Tax Return \$ _____
- b. Untaxed Portions of Pensions from 2015 Tax Return \$ _____
- c. IRA Deductions and Payments from 2015 Tax Return \$ _____
- d. Tax Exempt Interest Income form 2015 Tax Return \$ _____
- e. 2015 W-2 forms Box 12a-d, codes
 D _____ E _____ F _____ G _____ H _____ S _____

E. High School Completion Status When the Student Begins College in 2017-18.

Provide one of the following documents to EGCC Admissions Office:

- *A copy of the student's high school diploma*
- *A copy of the student's final high school transcript that shows the date when the diploma was awarded*
- *A copy of the student's General Educational Development (GED) Certificate or other state-authorized examination that the state recognizes as the equivalent of a high school diploma.*
- *For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document*
- *The student's academic transcript listing successful completion in at least a two-year program that is acceptable for full credit toward a bachelor's degree.*
- *Home School—the student's transcript or equivalent, signed by the parent or guardian, that lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school*
- *Home School—a secondary school completion credential for home school (other than a high school diploma its recognized equivalent) provided for under State Law*

Student's Name: _____

F. 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—Important Note: If the student's parent(s), filed or will file, an amended 2015 IRS tax return see instructions below.

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 Financial Information section of the form. 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. 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. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

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 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 transferred into the student's FAFSA to complete the verification process.*
- 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 tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2015 IRS tax return transcript(s)**—not photocopies of the income tax return. If the parents are married, and separate 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.

HOW TO OBTAIN A TAX RETURN TRANSCRIPT:

- **Online Request** – go to www.irs.gov, under the Tools heading on the IRS homepage, click, "Get A Tax Transcript" then Click on "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

Check here if an IRS tax return transcript(s) is attached to this worksheet.

Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

- The student's parent(s) has been granted a **Filing Extension** by the IRS
If an individual is required to file a 2015 IRS Income Tax Return and has been granted a filing extension by the IRS, provide the following documents:
 - A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return" that was filed with the IRS for tax year 2015;
 - A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; and
 - A copy of IRS form W-2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of individual's adjusted gross income (AGI) and the U.S. Income tax paid for the year 2015.
- The student's parent(s) have filed an **Amended 2015 IRS Income Tax Return**
If an individual filed an Amended IRS Income Tax Return for 2015 provide both of the following:
 - A signed copy of the Original 2015 IRS Income Tax Return that was filed with the IRS or a **2015 IRS Tax Return Transcript** and
 - A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Student's Name: _____

2. **TAX RETURN NONFILERS**—Complete this section if you, the student, will not file and are not required to file a 2015 income tax return with the IRS. **Note:** We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

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 employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

| Employer's Name | 2015 Amount Earned | IRS W-2 Attached? |
|--|--------------------|-------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>\$2,000.00</i> | <i>Yes</i> |
| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned from Work | \$ | |

G. Untaxed Information

Please report untaxed Portions of Individual Retirement Account (IRA) Distributions, Untaxed Portions of Pensions: IRA Deductions and Payments, Tax Exempt Interest Income, Education Tax Credits or Tax-deferred pension & retirement savings plans for on W-2's, Box 12a-d, codes D,E,F,G, H & S.

- a. Untaxed Portions of Individual Retirement Accounts (IRA) Distributions from 2015 Tax Return \$ _____
- b. Untaxed Portions of Pensions from 2015 Tax Return \$ _____
- c. IRA Deductions and Payments from 2015 Tax Return \$ _____
- d. Tax Exempt Interest Income from 2015 Tax Return \$ _____
- e. 2015 W-2 forms Box 12a-d, codes
 D _____ E _____ F _____ G _____ H _____ S _____

H. Certification and Signatures

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

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

 Print Student's Name

 Student ID Number

 Student's Signature

 Date

 Parent's Signature

 Date

Please submit to:

EGCC – Financial Aid Office
 4000 Sunset Blvd.
 Steubenville, OH 43952
 (740) 266-9992
 (740) 266-2991 (Fax)

OR

EGCC – Financial Aid Office
 101 E Federal Street
 Youngstown, OH 44503
 (330) 480-0726
 (330) 480-0817 (Fax)