

## FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS

### Federal Student Aid Programs

### DEPENDENT STUDENT

### 2016-2017 Verification Document

Your 2016-2017 FAFSA was selected for a process called verification. As required by law, the Office of Financial Aid will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences between your FAFSA and the information/documents you provide, we may make corrections.

**Complete this verification form and submit it to the Financial Aid office as soon as possible, so your financial aid will not be delayed.**

**What you should do:**

1. Complete all sections and sign the worksheet-you and at least one parent.
2. Bring or mail the completed worksheet, IRS tax transcripts, and any other requested documents to our office.
3. Contact us if you have questions about completing this worksheet.
4. Continue to check your Pirate Mail and Spyglass account for important Financial Aid information.

#### A. STUDENT INFORMATION (Please print and complete the form in INK)

|                            |            |          |   |
|----------------------------|------------|----------|---|
| Last Name                  | First Name | M.I.     | Social Security Number * (see note below) |
| Address (include apt. no.) |            |          | Date of Birth                             |
| City                       | State      | Zip Code | Phone number (include area code)          |

#### B. FAMILY INFORMATION

List the people in *your parent(s)' household*, including:

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

Also, write in the name of the college for any household member, **excluding your parent(s)**, who will be enrolled at least half time between July 1, 2016 and June 30, 2017 at a Title IV awarding institution and will be enrolled in a degree, diploma, or certificate program. *If you need more space attach a separate page with the student's name and Social Security Number at the top.*

| Full Name | Age | Relationship | College                 |
|-----------|-----|--------------|-------------------------|
|           |     | Self         | Pensacola State College |
|           |     |              |                         |
|           |     |              |                         |
|           |     |              |                         |
|           |     |              |                         |

Rev. 2/2016 \* Required and authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092; 34 CFR 668.16; 34 CFR 668.33; 34 CFR 668.36; 34 CFR 668.32(i) and 34 CFR 668.36

### C. INCOME INFORMATION TO BE VERIFIED

1. **TAX RETURN FILERS- Important Note:** If the student and/ or parent(s) filed, or will file, an amended 2015 IRS tax return, you must contact the Financial Aid office at this college for assistance prior to completing this section.

**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](http://FAFSA.gov). 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:**

**Student Parent(s)**

- Has used the IRS Data Retrieval Tool in FAFSA on the Web.
- Has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed. ***The school cannot complete the verification process until the IRS information has been transferred into the FAFSA.***
- Unable or chose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead I have attached my **2015 IRS tax return transcript- not a photocopy of the income tax return.** A **2015 IRS Tax Return Transcript** may be obtained through the:
- Online Request - Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "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

2. **NON-FILERS-** Complete this section if the student and/ or parent(s) did not file **and** is not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

**Student Parent(s)**

- Was not employed and had no income earned from work in 2015.
- Was employed in 2015 and has listed below the names of all the 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 and/or parent (s) by their employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student Identification Number at the top.*

Please print:

| Student (s)                   |             | Parent/Step-Parent            |             |
|-------------------------------|-------------|-------------------------------|-------------|
| Employer's Name/Income Source | 2015 Income | Employer's Name/Income Source | 2015 Income |
|                               | \$          |                               | \$          |
|                               | \$          |                               | \$          |
|                               | \$          |                               | \$          |
|                               | \$          |                               | \$          |

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. OTHER INFORMATION TO BE VERIFIED**

**1. 2015 Supplemental Nutrition Assistance Program (SNAP)**

You and/or your parent (s) received food stamps in 2015.

- No
- Yes

**2. 2015 Child Support Paid**

You and/or your parent (s) paid child support between January 1, 2015 and December 31, 2015.

- No
- Yes. Provide the information below.

Please print:

| Person Paying       | Person Receiving | Child's Name | Amount Paid in 2015 |
|---------------------|------------------|--------------|---------------------|
| Ben Smith (example) | Sarah Jones      | Jimmy Smith  | \$6,000.00          |
|                     |                  |              |                     |
|                     |                  |              |                     |
|                     |                  |              |                     |
|                     |                  |              |                     |
|                     |                  |              |                     |
|                     |                  |              |                     |

**3. Additional Federal Programs**

You and/or your parent (s) received any additional federal assistance in 2015. Please check any that apply.

- Supplemental Security Income (SSI)
- Free or Reduced Price Lunch
- Temporary Asst. for Needy Families (TANF)
- Special Supplemental Nutrition Program for Women (WIC)

**4. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported is complete and correct. Once my file has been reviewed, I understand Pensacola State College may request additional documentation before completing my file.

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

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to one of the Financial Aid offices at Pensacola State College.  
You should make a copy of this document and any additional documents you submit for your own records.***

**Bring or mail this form to the  
Financial Aid/Veteran Services/Scholarships Office:**

|   |  |   |
|---|--|---|
| Pensacola State College<br>Financial Aid Office, Bldg. #2<br>1000 College Blvd.<br>Pensacola, FL 32504-8998<br>(850)-484-1680 | Pensacola State College<br>Financial Aid Office, Bldg. #4200<br>5988 Highway 90<br>Milton, FL 32583-1798<br>(850)-484-4412 | Pensacola State College<br>Financial Aid Office, Bldg. #3600<br>555 West Highway 98<br>Pensacola, FL 32507-1097<br>(850)-484-2370 |
|---|--|---|

FAX: (850) 484-2181