



FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS
Federal Student Aid Programs

INDEPENDENT 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 provided, we may make corrections.

What you should do:

- 1. Complete all sections and sign the document.
2. Bring or mail the completed document, 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)

Form with fields: Last Name, First Name, M.I., Social Security Number *, Address (include apt. no.), Date of Birth, City, State, Zip Code, Phone number (include area code)

B. FAMILY INFORMATION

List the people in your household, including:

- Yourself.
• Your spouse, if you are married.
• Your children, if you will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the child would be required to provide your information when completing a FAFSA for 2016-2017. Include children who meet either of these standards, even if they do not currently live with you.
• Other people if they now live with you and you provide 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 who will be enrolled at least half time between July 1, 2016 and June 30, 2017 in a degree, diploma, or certificate program (at a Title IV awarding institution). If you need more space, attach a separate page with your (the student's name) and Social Security Number at the top.

Table with 4 columns: Full Name, Age, Relationship, College. Row 1: 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 you (and/or your spouse, if married) 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 you, 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 you have not already used the tool, go to 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:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web.
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA after I file my 2015 IRS tax return. ***The school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.***
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I have attached my **2015 IRS tax return transcript, and if married filing separately, my spouse's 2015 IRS 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, 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 you, the student (and, if married, your spouse), will not file **and are not required** to file a 2015 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2015.
- The student (and/or the student's spouse if married) 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.*

Please print:

Employer's Name/ Income Source	2015 Income
	\$
	\$
	\$
	\$
	\$
	\$
	\$

D. OTHER INFORMATION TO BE VERIFIED

1. 2015 Supplemental Nutrition Assistance Program (SNAP)

You and/or your spouse received Food Stamps in 2015.

- No
 Yes

2. 2015 Child Support Paid

You and/or your spouse 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 or your spouse 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)

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it 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

 Spouse's Signature (Optional, if married)

 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 worksheet 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 Financial Aid Office, Bldg. #2 1000 College Blvd. Pensacola, FL 32504-8998 (850)-484-1680	Pensacola State College Financial Aid Office, Bldg. #4200 5988 Highway 90 Milton, FL 32583-1798 (850)-484-4412	Pensacola State College Financial Aid Office, Bldg. #3600 555 West Highway 98 Pensacola, FL 32507-1097 (850)-484-2370
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FAX: (850) 484-2181