

Verification Worksheet (FVWKS)

2016-17

Student's Name: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student ID: \_\_\_\_\_ Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Month Day Year

Your application was selected for review in a process called "Verification." In this process, FSCJ will compare information from your 2016-17 Free Application for Federal Student Aid (FAFSA) with copies of your 2015 IRS Tax Return Transcripts, and/or W-2 forms and/or other financial documents. Information retrieved using the Internal Revenue Service (IRS) Data Retrieval Process and not subsequently changed, is considered acceptable documentation for IRS-related information. The law requires us to ask for this information before awarding federal aid. If there are differences between your application information and your financial documents, FSCJ will need to make corrections.

**You are required to complete all appropriate sections of this form and submit it to FSCJ with any additional requested documentation. If you do not complete this form or submit all of the required documents requested, we will not be able to complete the processing of your financial aid.**

**What You Should Do:**

1. **Check your Connections checklist for requested documents.** Collect and submit requested documents.
2. If you did not retrieve and transfer you (and your spouse's, if married), and/or your parent(s)' income tax return information using the IRS Data Retrieval Process when initially completing the FAFSA, you can request to transfer this information to your FAFSA now by going to [fafsa.ed.gov](http://fafsa.ed.gov). Once you complete the transfer, if the information retrieved was not changed, the 2015 IRS Tax Return Transcript requirement for you (and your spouse, if married) and/or your parent(s) will be waived. **Check your Connections checklist to see if this document requirement has been waived.**
3. **Complete, sign and submit this worksheet and the requested 2015 IRS Tax Return Transcripts,** along with any other requested worksheets and documents to FSCJ. **Be sure to include your name and Student ID at the top of each document.**

**Section 1: Household Information**

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member(s) who will attend at least half time between July 1, 2016 and June 30, 2017, and will be enrolled in a degree or certificate program. Dependent students should not count their parent(s) as a college student. If you need more space, attach a separate page.

- DEPENDENT STUDENTS:** List the people in your parent(s) household, including:
- Yourself
  - Your parent(s) **(including stepparent)** even if you don't live with your parents – include your legal parents, biological or adoptive, regardless of the parents' marital status or gender if those parents live together.
  - Your parent(s) other children **if your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017.**
  - Other people **who live with your parent(s) and for whom your parent(s) provide and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.**
- INDEPENDENT STUDENTS:** List the people in your household, including:
- Yourself
  - Your spouse if you are legally married, regardless of gender.
  - Your and your spouse's children **if you or your spouse will provide more than half of their support from July 1, 2016 through June 30, 2017.**
  - Other people **if they now live with you and you or your spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.**

Full name	Age	Relationship	College attending/will attend	Will be enrolled at least half-time (yes or no)
		SELF	Florida State College of Jacksonville	

### Section 2: ONLY TAX FILERS – Complete This Section

- All tax filers must provide an official 2015 Tax Return Transcript from the IRS. You can order a transcript for a 5-10 calendar day delivery by calling the IRS at 1-800-908-9946, or requesting online from [irs.gov/Individuals/Get-Transcript](http://irs.gov/Individuals/Get-Transcript) or with the mobile app, IRS2Go, which is available for Android and iOS (Apple) mobile devices.
- If you filed a 2015 income tax return with Puerto Rico, another U.S. territory, or with a foreign country, provide a signed copy of that 2015 tax return.
- If you amended your tax return after you filed, provide a copy of the 2015 IRS Tax Return Transcript AND a signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return." If your 1040X is unavailable, you may submit a copy of the IRS Tax Account Transcript showing the amended tax return was processed.
- If you, your spouse, or your parent(s) are a victim of identity theft and are unable to obtain a 2015 IRS Tax Return Transcript or use the IRS DRT, you must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a Tax Return Data Base View form (TRDBV). You should then submit this to our office.
- Check only the box that applies.

**STUDENTS:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead is providing a 2015 IRS Tax Return Transcript. For Independent students, if the student and spouse filed separate income tax returns, 2015 IRS Tax Return Transcripts must be provided for both.

**PARENTS:**

- The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2015 income tax return information into the student's FAFSA.
- The parent(s) are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead are providing a 2015 IRS Tax Return Transcript. If the parents filed separate income tax returns, 2015 IRS Tax Return Transcripts must be provided for both.

### Section 3: ONLY NON-TAX FILERS – Complete This Section

- Check only the box that applies AND provide 2015 W-2 forms or IRS Wage and Income Transcripts for all individuals with income earned from work AND a 2015 Verification of Non-Filing Letter:

**STUDENTS:**

- The student and spouse, if married, were not employed and had no income earned from work in 2015.
- The student and/or spouse were employed in 2015 and have listed below who worked, the names of all employers, the amount earned from each employer in 2015, and have attached a copy of all W-2's or IRS Wage and Income Transcript(s). List every employer even if the employer did not issue a W-2 form.

**PARENTS:**

- Neither parent was employed and had no income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below who worked, the names of all employers, the amount earned from each employer in 2015, and have attached a copy of all W-2's or IRS Wage and Income Transcript(s). List every employer even if the employer did not issue a W-2 form.

Name of Person that Worked	Employer's Name	2015 Amount Earned	Is W-2 Attached?

### Section 4: Sign This Worksheet

*By signing below, both student and parent acknowledge and confirm that the above is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. If the student is Dependent, one parent whose information was reported on the FAFSA must sign and date.*

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

In compliance with Florida State Statute 119.071(5), students should be aware that Florida State College at Jacksonville collects and uses social security numbers (SSNs) if specifically required by law to do so or if necessary for the performance of the College's duties and responsibilities. The College takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as required to fulfill the College's duties and responsibilities. ([fscj.edu/ssn](http://fscj.edu/ssn))

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Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.