



Office of Student Financial Aid

P.O. Box 9961 – T. H. Annex Building #139A
Baton Rouge, Louisiana 70813-9961
(225) 771-2790 fax: (225) 771-5898
www.subr.edu

Name _____

SID _____

2016-2017 Verification Procedures (Dependent Students)

Thank you for choosing Southern University as your home for higher education. Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. This document is intended to help you through the verification process and provide you with information needed to complete your verification. Frequently asked questions and answers are also provided for your convenience as well as a checklist to help you gather all documents required. This should help simplify the process for you. Please make certain that you have all of the required documentation completed before sending it to the Office of Student Financial Aid (OSFA). When everything is completed, please return it to:

Southern University
Office of Student Financial Aid
P.O. Box 9961 – T.H. Harris Annex Bldg. #139A
Baton Rouge, Louisiana 70813-9961

Frequently Asked Questions

How did I get selected for verification?

Each year the Department of Education selects a percentage of federal student aid applications to check accuracy of the data. In some cases, schools may verify more applications by their own selection criteria or due to some conflicting data indicated on the application.

Who reviews my file?

All forms used in verification are to be sent to the OSFA. A financial aid counselor will review the information on the documents. All information will remain confidential.

What if a mistake is found?

If any items have to be corrected, the OSFA will send changes in to the Central Processing Center electronically. You will receive a new, non-correctable SAR Information Acknowledgement, which allows you to see the changes made and results.

Will a change in the information affect my student aid award?

In most cases, corrections could affect financial aid estimates sent to you earlier. The OSFA will send you a revised Award Letter reflecting any amounts that have been changed or you may view award changes on Banner Student Self Service.

What if I or my parent(s) have questions about verification?

If there are any questions, you may call the Office of Student Financial Aid at (225)771-2790.

Checklist

Send the following documents to the Office of Student Financial Aid.

- ✓ **Completed 2016-2017 Federal Institutional Verification Form**
- ✓ **Student's 2015 Federal IRS Tax Return Transcript** (Provide spouse's tax transcript, if married) and W-2s, if requested.
- ✓ **Parent(s)' 2015 Federal IRS Tax Return Transcript** (if student is dependent by government definition for aid purposes) and W-2s, if requested.
- ✓ **Signed and dated** Untaxed Income and Additional Financial Information Worksheets listing student's, spouse's or parent(s)' untaxed income for 2015 (See inside of this form)

Make certain:

- All forms are signed and dated.
- All sections are complete.
(Put N/A or "0" if it does not apply).
- All forms should be sent together, partial submissions will prevent further processing of your application.

Please remember:

- **All of your financial arrangements must be made with the Cashier's Office. NO financial aid awards will be awarded or disbursed until verification is complete.**
- **And most importantly, BE SURE to respond immediately to requests for additional information if needed. During the peak processing season, there may not be sufficient time for multiple reminder letters.**

2016-2017 Verification Worksheet Dependent Student

Your 2016-2017 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 administrator at your school 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 administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator 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. Number of Household Members and Number in College (Dependent Student)

List below the people your parents' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parents.
- 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, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-2017. 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 their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for 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, 2016, and June 30, 2017,.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
Missy Jones	18	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

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: _____ SSN: _____

C. Dependent Student's Income Information to Be Verified

1. **TAX RETURN FILERS: Important Note:** The instructions below apply to the dependent student only. Notify the financial aid office if you had a change in marital status after the end of the 2015 tax year on December 31, 2015.

Instructions: Complete this section if you filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into your FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available within –3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- ☐ You have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- ☐ You have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- ☐ You are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a **2015 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for both.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

2. **STUDENT NONTAX FILERS: Important Note:** The instructions and certifications below apply to the dependent student only. Complete this section if you will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- ☐ You were not employed and had no income earned from work in 2015.
- ☐ You were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student's Name: _____ SSN: _____

D. Parent(s)' Income Information to Be Verified

1. **PARENT TAX RETURN FILERS: Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.

Instructions: Complete this section if the parents filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- ☐ The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- ☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a **2015 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for both.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

2. **PARENT NONTAX RETURN FILERS: Important Note:** The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- ☐ 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 the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student's Name: _____ **SSN:** _____

E. Students and Parent'(s) 2015 Additional Financial Information and Untaxed Income - DO NOT LEAVE THESE SECTIONS BLANK. Even though you may have few of these items, check carefully. This form may be returned to you for completion if left blank. If an item does not apply, put a zero or N/A.

Student (and Spouse)	See question 45 (for Student/Spouse) and question 94 (for Parents, if dependent) of the Free Application for Federal Student Aid (FAFSA) Calendar Year 2015	Parent(s)
	Payments to tax -deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to amounts reported on the W-2 Form in Box 12a-12d, codes D,E,F,G,H, and S. Don't Include amounts reported in code DD (employer contributions toward employee health benefits).	
	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040-total of lines 28+32 or 1040A-line 17	
	Child support received for any of your Parent's children. Don't include foster care or adoption payments.	
	Tax Exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b	
	Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b). Excluding rollovers. If negative, enter a zero here.	
	Untaxed portions of pensions from IRS form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	
	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don't Include the value of on-base military housing or the value of a basic military allowance for housing.	
	Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIG) and/or VA Educational Work-Study Allowances	
	Other untaxed income or benefits not reported in items 45a through 45h (for Student) and/or 94a through 94h (for Parents), such as worker's compensation, disability, untaxed portions of health savings accounts from IRS Form 1040 – Line 25. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed social security benefits, Supplemental Security Income, Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels	
	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form. This includes money that you received from a parent or other person whose financial information is not included on this form and that is not part of a legal child support agreement.	Do Not Report
	Total Untaxed Income -Student (and spouse) Total Untaxed Income - Parent(s)	
Student (and Spouse)	Additional Financial Information See question 44 (for Student/Spouse) and question 93 (for Parents, if dependent) of the Free Application for Federal Student Aid (FAFSA) Calendar Year 2015	Parent(s)
	Education credits (American Opportunity tax credit and Lifetime Learning tax credits) from IRS Form 1040-line 50 or 1040A-line 33	
	Child support paid because of divorce or separation or as a result of a legal requirement. Do not include support for children in your (or your parents') household, as reported in question 95 (or question 73 for your parents).	
	Taxable earnings from Federal Work-Study or other need-based employment portions of fellowships/assistantships.	
	Taxable college grant and scholarship aid reported to the IRS in your (or your Parent's) adjusted gross income . Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant aid and scholarship portions of fellowships and assistantships.	
	Combat pay or special pay. Only enter the amount that was taxable and included in your adjusted gross income. Don't include untaxed combat pay.	
	Earnings from work under a cooperative education program offered by a college.	
	Total Additional Financial Information - Student (and spouse). Total Additional Financial Information-Parent(s)	

F. Certification and Signatures

By signing this form, I (we) certify that all information reported to qualify for Federal student aid is complete and correct. The student and one parent must sign and date:

Student's Signature

Date _____

Parent's Signature _____

Date _____

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

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.