



Office of Financial Aid
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Niceville, Florida 32578-1295
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www.nwfsc.edu

2014-2015
Household Resources
Verification Worksheet
Dependent Student

This form cannot be faxed or e-mailed.

Your 2014-2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that we may ask you to confirm the information you reported on your FAFSA in order to process your eligibility for Federal Student Aid. You must complete and sign this worksheet, attach any required documents and submit the form to the Financial Aid Office. The Financial Aid Office may require further documentation during the verification process to complete and award your financial aid.

A. STUDENT INFORMATION

Student's Last Name First Name MI Student ID
Student's Street Address (include apt. no.) Student's Cell Phone Number
City, State, Zip Code Student's Home Phone Number

B. HOUSEHOLD INFORMATION

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you, the student, don't live with your parent(s).
• Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2014, through June 30, 2015. Include children who meet either of these standards, even if they do not live with your parent(s).
• Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2015.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2014, and June 30, 2015. If more space is needed, attach a separate page with your name and Student ID number at the top.

Table with 4 columns: Full Name, Age, Relationship to you, College. Example row: Marty Jones (example), 16, Brother, City College.

Were either of your parent's active duty military in 2013?  Yes  No

If yes, indicate which family member \_\_\_\_\_

Rank: \_\_\_\_\_

Have you attended any other postsecondary institution (i.e., university, college, trade or vocational school) during the 2014-2015 school year?

NAME OF INSTITUTION	CITY	STATE	PERIOD OF ATTENDANCE MO/YEAR TO MO/YEAR	NWFSC OFFICE USE ONLY

**C. INSTRUCTIONS FOR TAX RETURN FILERS: Please read to understand your two choices.**

1. Using the **IRS Data Retrieval Tool in FAFSA on the Web** is the preferred way to verify income. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log into to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into your 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.

The student used the **IRS Retrieval Tool** to transfer 2013 IRS income and tax information into the FAFSA.

The parent(s) used the **IRS Retrieval Tool** to transfer 2013 IRS income and tax information into the FAFSA.

2. If you are **unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web**, you will need to **submit a 2013 IRS tax return transcript(s) – not photocopies of the income tax return**. To obtain an IRS tax return transcript, go to [www.irs.gov](http://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." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used on your 2013 IRS tax return filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If your parents are married and they filed separate 2013 tax returns, you must submit tax returns transcripts for both of your parents.

The student's 2013 IRS tax return transcript is attached to this worksheet.

The parent(s) 2013 IRS tax return transcript(s) is attached to this worksheet.

**ALL W-2's for 2013 are required.**

**Skip Section D if Student and/or Parent(s) have completed a Tax Return for 2013**

**D. INSTRUCTION FOR NON-TAX FILERS: Complete below and provide all W-2 forms.** Complete this section if you, the student and/or your parent(s) **will not file and are not required to file a 2013 income tax return with the IRS.**

The student will not file a tax return and had no income earned from work in 2013.

The student will not file a tax return and income earned from work in 2013 listed below. 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 SID on the top.

The parent(s) will not file a tax return and had no income earned from work in 2013.

The parent(s) will not file a tax return and income earned from work in 2013 listed below. *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 (student) name and SID on the top.*

Complete the following informational areas in its entirety. Do not leave anything blank.

<b>INCOME OR BENEFITS RECEIVED DURING 2013</b> <b>Record yearly \$ amount received</b>	<b>STUDENT</b> <b>2013</b>	<b>PARENTS</b> <b>(IF NON-FILER)</b> <b>2013</b>
<i>Wages:</i> <i>(including jobs not reported on your tax return)</i>	<i>per year</i>	<i>per year</i>
<i>Social Security:</i> <i>(including amounts received for dependent children)</i>	<i>per year</i>	<i>per year</i>
<i>Welfare Benefits/TANF:</i> <i>(do not include food stamps)</i>	<i>per year</i>	<i>per year</i>
<i>Child Support Received:</i>	<i>per year</i>	<i>per year</i>
<i>Veteran's Benefits:</i> <i>(do not include educational benefits)</i>	<i>per year</i>	<i>per year</i>
<i>Unemployment:</i>	<i>per year</i>	<i>per year</i>
<i>Worker's Compensation/Disability:</i>	<i>per year</i>	<i>per year</i>
<i>Other Income/Support Received:</i> <i>LIST TYPE:</i>	<i>per year</i> <i>per year</i>	<i>per year</i> <i>per year</i>
<i>Cash Received from Parent(s)/Friend(s)/Family</i> <i>NAME:</i>	<i>per year</i>	<i>per year</i>

Answer the following questions about your EXPENSES.

<b>FOOD EXPENSES IN 2013</b>	<b>STUDENT</b>	<b>PARENT</b> <b>(IF NON-FILER)</b>
Monthly cost of food:	per month	per month
Monthly value of SNAP**:	per month	per month
Monthly value of WIC **:	per month	per month
What source of income/benefit(s) was used to pay for food?		

(\*\*Will need to provide documentation upon request)

**2013 Housing**

Who did you live with during 2013? (circle one): Parents Friends On your own Other \_\_\_\_\_

What was the monthly cost of housing that you (the student) paid, including rent/mortgage and utilities?

\$ \_\_\_\_\_

What sources of income/benefit(s) were used to pay for housing? \_\_\_\_\_

**E. Verification Worksheet:**

**Student (Spouse) income information**

Untaxed Income – Use a zero if you did not receive any of the following categories.

**DO NOT LEAVE ANY BLANKS.**

Student	Calendar Year 2013
\$	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 Boxes 12a through 12d, codes D, E, F, G, H and S.
\$	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 value of on-base military housing or of a basic military allowance for housing.
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.
\$	Other untaxed income not reported elsewhere (e.g., workers' compensation, disability income, first-time homebuyer tax credit). <i>Don't include</i> student aid, Workforce Investment Act educational benefits, earned income credit, child tax credit, welfare, Social Security, SSI, combat pay, on-base military housing or military housing allowance, foreign income exclusion, credit for federal tax on special fuels, or benefits from flexible spending arrangements, (e.g., cafeteria plans) State source(s) _____
\$	Money received, or paid on your behalf (e.g., bills) not reported elsewhere on the form.
\$	Child support you <i>PAID</i> because of divorce or separation as a result of legal requirement. <i>Don't include support for children in your household.</i> Name of child(ren) for whom child support was paid: _____ _____
\$	Child support you (spouse) <i>RECEIVED</i> for all children. <i>Don't include foster care or adoption payments.</i> Name of child(ren): _____ _____

**Parent's income information**

Untaxed Income – Use a zero if you did not receive any of the following categories.  
DO NOT LEAVE ANY BLANKS.

Parent(s)	Calendar Year 2013
\$	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 Boxes 12a through 12d, codes D, E, F, G, H and S.
\$	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 value of on-base military housing or of a basic military allowance for housing.
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.
\$	Other untaxed income not reported elsewhere (e.g., workers' compensation, disability income, first-time homebuyer tax credit). <i>Don't include</i> student aid, Workforce Investment Act educational benefits, earned income credit, child tax credit, welfare, Social Security, SSI, combat pay, on-base military housing or military housing allowance, foreign income exclusion, credit for federal tax on special fuels, or benefits from flexible spending arrangements, (e.g., cafeteria plans) State source(s) _____
\$	Money received, or paid on your behalf (e.g., bills) not reported elsewhere on the form.
\$	Child support you <u>PAID</u> because of divorce or separation as a result of legal requirement. <i>Don't include support for children in your household.</i> Name of child(ren) for whom child support was paid: _____ _____
\$	Child support you (spouse) <u>RECEIVED</u> for all children. <i>Don't include foster care or adoption payments.</i> Name of child(ren): _____ _____

**F. SNAP Recipients: Complete if anyone listed in household received SNAP (food stamps).**

Check this box if someone in the parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2012 or 2013 calendar years. If asked by NWFSC Financial Aid Office, I will provide documentation of the receipt of SNAP benefits during 2012 and/or 2013.

**G. Child Support Paid: Complete if one of the student's parents PAID child support in 2013.**

- Check this box if someone in the parent's household (listed in Section B) paid child support in 2013. Indicate below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the child(ren) for whom child support was paid, and the total annual amount of child support that was paid in 2013 for each child. If asked by NWFSC Financial Aid Office, I will provide documentation of the payment of child support. If you need more space, attach a separate page that includes your name and Student ID at the top.**

**Do not include child support paid for children in your parent's household listed in Section B.**

<b>Name of Person Who Paid Child Support</b>	<b>Name of Person to Whom Child Support Was Paid</b>	<b>Name of Child for Whom Support Was Paid</b>	<b>Amount of Child Support Paid in 2013</b>
<i>Marty Jones (example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6000.00</i>

**H. HIGH SCHOOL COMPLETION STATUS**

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2014-2015:

- A copy of the student's high school diploma with graduation date.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school credential for homeschools (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school credential for homeschools (other than a high school diploma or its recognized equivalent), a transcript or the equivalent signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

**I. CERTIFICATIONS AND SIGNATURES:**

You may be required to provide supporting documentation to verify the information supplied on the FAFSA and this form. Documentation may include a copy of the 2013 Federal IRS Tax Transcript, Form W-2(s) from employers, of Form 1099(s) from an agency or institution. A signed and dated statement from the Social Security administration may be required to document benefits. Other documentation may be necessary as well.

I certify that I do not owe a refund on any grant or loan, am not in default on any loan, and have not borrowed in excess of the loan limits under Title IV programs at any institution. I will use all Title IV money received for expenses related to my studies at NWFSC.

**In the event of Title IV eligibility/award, I hereby give my permission to NWFSC to credit any Title IV funds for any institutional charges I may incur, in addition to tuition and fees, if applicable.**

YES

NO

Each person signing below certifies that all of the Information reported is complete and correct. The student must sign and date.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*You should make a copy of this worksheet for your records.*

**This form cannot be faxed or e-mailed.**