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NORTHWEST FLORIDA STATE COLLEGE

Office of Financial Aid
100 College Boulevard East
Niceville, Florida 32578
(850) 729-5370
www.nwfsc.edu

2016-2017 Standard Verification Worksheet Independent Student

This form cannot be faxed or e-mailed.

******ALL FORMS MUST BE COMPLETED IN INK******

Your 2016-2017 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 household. Include:

- **Yourself.**
- Your spouse, if you are married.
- Your child(ren), if any, if you will provide more than half of their support from July 1, 2016, through June 30, 2017. **Do not include child(ren) in household for whom you pay out child support.**
- 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 through June 30, 2017.

Include the name of the college for any household member 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, 2016, and June 30, 2017. *If more space is needed, attach a separate page with your name and Student ID number at the top.*

Full Name	Age	Relationship to you	College
Marty Jones (example)	***28***	***Self***	***NWFSC***

Continued

Were either of you or your spouse active duty military in 2015? ☐ **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 2016-2017 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, 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 2015 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. If you need more information about when or how to use the IRS Data Retrieval Tool see your financial aid administrator.

   ☐ *I have used the **IRS Retrieval Tool** to transfer 2015 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 2015 IRS tax return transcript(s) – not photocopies of the income tax return.** To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Get Transcript of your tax record" 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 2015 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 you are married and you and your spouse filed separate 2015 tax returns, you must submit tax returns transcripts for both you and your spouse.*

   ☐ *Check here if a 2015 IRS tax return transcript(s) is attached to this worksheet.*

Skip Section D if Student (Spouse) have completed a Tax Return for 2015

D. INSTRUCTION FOR NON-TAX FILERS: Complete below and provide all W-2 forms. 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.**

☐ The student (and, if married, the student's spouse) will not file a tax return and had no income earned from work in 2015.

☐ The student (and/or the student's spouse if married) will not file a tax return and had income earned from work in 2015 is listed below. *List every employer even if the employer did not issue an IRS W-2 form. Please provide on a separate page with your name and Student ID on the top.*

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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 & Spouse (if married)	Calendar Year 2015
$	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 only.
$	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). *Don't include* 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 *PAID* because of divorce or separation as a result of legal requirement. *Don't include support for child(ren) in your household.* Name and age of child(ren) for whom child support was paid: _____ _____
$	Child support you (spouse) *RECEIVED* for all children. *Don't include foster care or adoption payments.* Name of child(ren): _____ _____
$	Taxable student grants scholarship aid reported to the IRS in your AGI. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.
$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your AGI. Don't include untaxed combat pay.

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

☐ **Check this box if someone in the student (spouse) household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years. If asked by NWFSC Financial Aid Office, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.**

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G. Child Support Paid: Complete if student (spouse) *PAID* child support in 2015.

☐ **Check this box if someone in the student (spouse) household (listed in Section B) paid child support in 2015. 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 and age of the child(ren) for whom child support was paid, and the total annual amount of child support that was paid in 2015 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 child(ren) in your student (spouse) household listed in Section B.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support Was Paid	Name and Age of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015
Marty Jones (example)	*Chris Smith*	*Terry Jones*	*$6000.00*

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 2015 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.

The 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 _____

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

This form cannot be faxed or e-mailed.

NWFSC prohibits any form of discrimination on the basis of age, color, ethnicity, disability, marital status, national origin, race, pregnancy, religion, genetic information, or gender in any of its programs, services, or activities.