

**Kean University**  
**Office of Financial Aid**  
**1000 Morris Avenue**  
**Union, NJ 07083**

**2016–2017 Verification Worksheet for Dependent Student**

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a federal 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 Office of Financial Aid 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 your parent(s), whose information was reported on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid. Please note that we may request additional information. If you have questions about verification, contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

**A. Dependent Student Information**

Student Last Name	First Name	M.I.	Kean ID #
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Kean Email Address
Home Phone Number (include area code)			Alternate or Cell Phone Number

**B. Dependent Student Family Information**

**STEP I:** Please read carefully and list below the people in your parent(s)' household. Include:

- Yourself
- Your parent(s) (including a stepparent) even if you do not 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, 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 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, 2017.

**STEP II:** Include the name of the college for any household member from **STEP I**, 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. **(PLEASE NOTE: Do NOT include a college for your parents, even if they are attending college.)**

Full Name	Age	Relationship	College (only if applicable)	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**C. Dependent Student Income Information to Be Verified: Complete EITHER Section 1C or Section 2C**

**Section 1C: TAX RETURN FILERS** - Important Note: If the student filed or will file an amended 2015 IRS Tax Return, the student must contact the Office of Financial Aid before completing this section.

**Instructions:** Complete this section if 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 the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS Income Tax information into the student’s FAFSA. It takes up to 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS Tax Return filers and up to 6-8 weeks for paper IRS Tax Return filers. If you need more information about the IRS Data Retrieval Tool, contact the Office of Financial Aid.*

Check **ONLY** the one box that applies – A, B, or C:

- A.** The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The Office of Financial Aid will use the IRS information that was transferred in the verification process.*

**OR**

- B.** The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student’s FAFSA once the student has filed a 2015 IRS Tax Return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The Office of Financial Aid cannot complete the verification process until the IRS information has been transferred into the FAFSA.*

**OR**

- C.** The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web and the student will submit to the school a **2015 IRS Tax Return Transcript**—not a photocopy 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 “Get a Tax Transcript” link under Tools, then “Get Transcript by Mail,” 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 when your 2015 IRS Tax Return was filed). For IRS Data Retrieval and Tax Return Transcript availability, it takes up to 2-3 weeks for electronic IRS Tax Returns that have been accepted by the IRS and up to 6-8 weeks for paper IRS Tax Returns.*
  
- D.** If you checked **Box C** above, please check **ONLY** one of the following two boxes:
  - Check here if the student’s 2015 IRS Tax Return Transcript is attached to this worksheet **OR**
  - Check here if the student’s 2015 IRS Tax Return Transcript will be submitted to the Office of Financial Aid later. Verification cannot be completed until the IRS Tax Return Transcript has been received by the Office of Financial Aid.

\*\*\*\*\*

**Section 2C: TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required to file a 2015 Income Tax Return with the IRS. Include information from each parent if they are included in the household. Documentation from the IRS that indicates a 2015 IRS Income Tax Return was not filed with the IRS may be requested.

Check **ONLY** the one box that applies - A or B:

- A.** The student was not employed and had no income earned from work in 2015 **OR**
- B.** The student 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 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student name and Kean ID # at the top.*

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

**D. Parental Income Information to Be Verified: Complete EITHER Section 1D or Section 2D**

If two parents were reported in Section B of this worksheet, instructions and certifications below refer and apply to both parents.

**Section 1D: TAX RETURN FILERS** – Important Note: If the student's parent(s) filed or will file an amended 2015 IRS Tax Return, the Office of Financial Aid must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) 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 the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS Income Tax information into the student's FAFSA. It takes up to 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS Tax Return filers and up to 6-8 weeks for paper IRS Tax Return filers. If you need more information about the IRS Data Retrieval Tool, contact the Office of Financial Aid.*

Check **ONLY** the one box that applies – A, B, or C:

**A.** The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The Office of Financial Aid will use the IRS information transferred into the student's FAFSA to complete the verification process.*

**OR**

**B.** The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into the student's FAFSA once the parent's 2015 IRS Tax Return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The Office of Financial Aid cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*

**OR**

**C.** The parent is unable or chooses not to use the IRS Data Retrieval Tool and the parent will submit to the Office of Financial Aid the parent(s)' **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](http://www.irs.gov) and click on the "Get a Tax Transcript" link under Tools, then "Get Transcript by Mail," or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS Tax Return was filed). For IRS Data Retrieval and Tax Return Transcript availability, it takes up to 2-3 weeks for electronic IRS Tax Returns that have been accepted by the IRS and up to 6-8 weeks for paper IRS Tax Returns. If the parents are married and filed separate 2015 Tax Returns, 2015 IRS Tax Return Transcripts must be submitted for each parent.*

**D.** If you checked **Box C** above, please check **ONLY** one of the following two boxes:

Check here if your 2015 IRS Tax Return Transcript is attached to this worksheet **OR**

Check here if your 2015 IRS Tax Return Transcript will be submitted to the Office of Financial Aid later. Verification cannot be completed until the IRS Tax Return Transcript has been received by the Office of Financial Aid.

\*\*\*\*\*

**Section 2D: TAX RETURN NONFILERS** —Complete this section if the student's parent(s) will not file and is not required to file a 2015 Income Tax Return with the IRS. Include information from each parent if they are included in the household. Documentation from the IRS that indicates a 2015 IRS Income Tax Return was not filed with the IRS may be requested.

Check **ONLY** the one box that applies – A or B:

**A.** The parent(s) was not employed and had no income earned from work in 2015 **OR**

**B.** The parent(s) was employed in 2015 and has listed below the names of all the parent's employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Kean ID # at the top.*

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

Student's Name: \_\_\_\_\_ Kean ID #: \_\_\_\_\_

**E. Parent's Other Information to Be Verified**

1. Complete this section if someone in the student's parents' household (listed in Section B, page1) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.
  - One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015. If requested by the Office of Financial Aid, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.
  
2. Complete this section if one of the student's parents **PAID** child support in 2015.
  - One (or both) of the student's parents listed in Section B, page 1, of this worksheet **PAID** child support in 2015. The parent has indicated 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 ages of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If requested by the Office of Financial Aid, I will provide documentation of the payment of child support.

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
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

**F. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date