



2016-17 DEPENDENT STUDENT FAFSA VERIFICATION WORKSHEET

Your 2016-17 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called "Verification." Federal law says that as part of the process of awarding federal student aid, Seattle University may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, Seattle University's Student Financial Services Office 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. If you have questions about verification, contact Student Financial Services at 206-220-8020 or email financialservices@seattleu.edu as soon as possible so that your financial aid will not be delayed.

Instructions:

1. Complete the following items in ink. Please print.
2. Complete and sign (you and a parent) the worksheet.
3. Using the contact information at the top of this page, mail, scan and email, or fax the completed, signed worksheet to the Student Financial Services Office.

SECTION A: STUDENT INFORMATION

Check One: Continuing SU Student New Undergraduate Student New Graduate Student

Last Name	First Name	M.I.	SU Student ID
Street Address (include apartment number)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Area Code and Home Phone Number			Area Code and Cell Phone Number

SECTION B: FAMILY INFORMATION

List below the name, age, and relationship of the people for whom your parent(s) will provide more than half of the support between July 1, 2016 and June 30, 2017. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-17. 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.

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, 2016, and June 30, 2017. *If more space is needed, attach a separate page with the student's name and SU ID Number at the top.*

Full Name	Age	Relationship	College	Will be enrolled \geq ½ time?
<i>EXAMPLE: Missy Jones</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

SECTION C: STUDENT'S INCOME INFORMATION**Complete ONLY ONE of the two options on this page.***Select the option that reflects the student's IRS tax filing status for 2015***OPTION 1 for TAX FILERS: Provide the information below IF THE STUDENT WAS REQUIRED TO FILE A 2015 TAX RETURN.****Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, they must contact the Student Financial Services Office before completing this section.

The best way to verify FAFSA 2015 tax return information is to use 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, log in to the student's 2016-17 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 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, contact Seattle University's Student Financial Services Office.

IF the STUDENT filed or will file a 2015 tax return, check ONE of the three boxes below:

<input type="checkbox"/>	Check here if the IRS Data Retrieval Tool in FAFSA on the Web <u>has been used</u> to retrieve and transfer the student's 2015 IRS income information into the student's 2016-17 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Seattle University will use the transferred IRS information in the verification process.
<input type="checkbox"/>	Check here if the IRS Data Retrieval Tool in FAFSA on the Web <u>has not yet been used</u> , but will be used to retrieve and transfer the student's 2015 IRS income information into the student's FAFSA once the student has filed a 2015 IRS tax return. See the instructions above about how to use the IRS Data Retrieval Tool. Seattle University cannot complete the verification process until the IRS information has been transferred into the FAFSA.
<input type="checkbox"/>	Check here if the student is <u>unable or chooses not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and will instead submit a 2015 IRS Tax Return Transcript – not a photocopy of the income tax return -- to Seattle University. To request a Tax Return Transcript please visit the IRS website at irs.gov and click 'Get a Tax Transcript', which is located under the 'Tools' section on the homepage. You can only request to receive a Tax Transcript by mail and you will need your Social Security number (SSN) or your Individual Tax Identification Number (ITIN), date of birth, and address from your latest tax return to complete the request. Please note that receiving a transcript via mail delivery typically takes 5-10 business days.

IF the STUDENT will submit a 2015 Tax Return Transcript, check ONE of the two boxes below:

<input type="checkbox"/>	Check here if the student's IRS Tax Return Transcript is attached to this worksheet.
<input type="checkbox"/>	Check here if the student's IRS Tax Return Transcript will be submitted to Seattle University later. Verification cannot be completed until the IRS Tax Return Transcript has been received by Seattle University.

OPTION 2 for NON-FILERS: Provide the information below IF THE STUDENT WAS NOT REQUIRED TO FILE A 2015 TAX RETURN**Check the box that applies:**

- The student was not employed and had no income from work in 2015.
- The student was employed in 2015 and has listed below the names of all the student'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 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's name and SU ID Number at the top.*

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

SECTION D: PARENTAL INCOME INFORMATION

Complete ONLY ONE of the two options on this page.

Select the option that reflects the student's parents' IRS tax filing status for 2015

OPTION 1: Provide the information below IF THE PARENT(S) WAS/WERE REQUIRED TO FILE A 2015 TAX RETURN.

Important Note: If the parent(s) filed, or will file, an amended 2015 IRS tax return, they must contact the Student Financial Services Office before completing this section.

The best way to verify FAFSA 2015 tax return information is to use the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the parent(s) has/have not already used the tool, go to FAFSA.gov, log in to the student's 2016-17 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/are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's 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, contact Seattle University's Student Financial Services Office.

IF the PARENT(S) filed or will file a 2015 tax return, check ONE of the three boxes below

	Check here if the parent <u>has used</u> 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. Seattle University will use the transferred information in the verification process.
	Check here if the parent <u>has not yet used</u> 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 parent has filed a 2015 IRS tax return. See the instructions above about how to use the IRS Data Retrieval Tool. Seattle University cannot complete the verification process until the IRS information has been transferred into the FAFSA.
	Check here if the parent is <u>unable or chooses not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and the parent will submit a 2015 IRS Tax Return Transcript -- not a photocopy of the income tax return – to Seattle University. To obtain an 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." You will need your Social Security Number, date of birth, and address exactly as it appears on your 2015 tax return. 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 the PARENT(S) will submit a 2015 Tax Return Transcript, check ONE of the two boxes below:

	Check here if the parent's IRS Tax Return Transcript is attached to this worksheet.
	Check here if the parent's IRS Tax Return Transcript will be submitted to Seattle University later. Verification cannot be completed until Seattle University has received the IRS Tax Return Transcript.

OPTION 2: Provide the information below IF THE PARENT(S) WAS/WERE NOT REQUIRED TO FILE A 2015 TAX RETURN

Check the box that applies:

- The student's parent(s) was/were not employed and had no income from work in 2015.
- The student's parent(s) was/were employed in 2015 and has/have listed below the names of all their 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 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's name and SU ID Number at the top.*

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

Student's Name: _____

SU ID Number: _____

SECTION E: PARENT'S OTHER INFORMATION TO BE VERIFIED

1. Check the box below **ONLY IF** someone in the student's parent's household, as listed in Section B of this form, received benefits from the Supplemental Nutrition Assistance Program (SNAP, the program 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 asked by Seattle University's Student Financial Services Office, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.
2. Check the box below and complete this section **ONLY IF** the student's parent(s) listed in Section B of this worksheet **paid** child support in 2015.
 - One (or both) of the student's parents listed in Section B 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 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 asked by Seattle University's Student Financial Services Office, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and SU ID Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015
<i>EXAMPLE: Marty Jones</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

SECTION 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 must sign and date below.

WARNING:
Anyone giving false or misleading information on this worksheet may be fined, sentenced to jail, or both.

Student's Signature

Date

Parent's Signature

Date

Please be sure to make a copy of this worksheet for your records.

Mail, scan and email, or fax the completed, signed worksheet to the SFS Office using the contact information given at the top of the first page.