



# 2017–2018 Verification Worksheet

## Dependent Student

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding Federal Student Aid, we must ask you to confirm the information you and your parents reported on your FAFSA. 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 SUNY Downstate Office of Financial Aid. If you have questions about verification, contact us at 718-270-2488

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Banner ID number
Student's Street Address (include apt. no.)			
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number	

### B. Dependent Student's Family Information

List below the people in your parent(s)' household. 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** from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. 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, 2018.

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, 2017, and June 30, 2018.

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

**Note:** We may require additional information if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**C. Dependent Student's Income Information to Be Verified**

**1. TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2013 IRS tax return, the student must contact the Office of Student Financial Services 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 (IRS DRT) 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 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 the Office of Student Financial Services.*

**Check the box that applies:**

- The student **has used** the IRS Data Retrieval Tool (IRS DRT) in *FAFSA on the Web* to retrieve and transfer 2015 IRS income tax return information into the student's FAFSA.
- 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 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 "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 when the 2015 IRS tax return was filed). Please note: 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 paper IRS income tax return has been received by the IRS. **Please do not have an IRS transcript sent directly to SUNY Downstate. You must make the request to the IRS to send the IRS transcript to your home address. Upon receipt please keep a photocopy for your files, list your name and Banner ID number at the top of each page of the IRS transcript and submit it to SUNY Downstate Office of Financial Aid yourself.***
- Check here if the student's **IRS tax return transcript** is attached to this worksheet.
- Check here if the student's **IRS tax return transcript** will be submitted to Downstate later. Verification cannot be completed until the **IRS tax return transcript** has been submitted.

**2. TAX RETURN NONFILERS** —The instruction and certification below apply to the student. Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned 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.*

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. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2015 IRS tax return they must contact the Office of Student Financial Services 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 (IRS DRT) 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 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 whether or how to use the IRS Data Retrieval Tool contact the Office of Student Financial Services.*

**Check the box that applies:**

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2014 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *We will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- 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. St. John's cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of 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 "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order 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). Please note: 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 are married, and separate 2014 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.*
- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to SUNY Downstate. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to.

**2. TAX RETURN NONFILERS** — The instructions and certifications below apply to each parent included in the household. 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.

**Check the box that applies:**

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

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: \_\_\_\_\_ Banner ID: \_\_\_\_\_

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

### E. Certification and Signatures

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Banner ID Number

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.*

*Submit this worksheet to:*

*SUNY Downstate Office of Financial Aid*

*450 Clarkson Avenue*

*Box 110*

*Brooklyn, NY 11203-2098*

*[financialaid@downstate.edu](mailto:financialaid@downstate.edu)*

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