

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review in a process called verification. Before we can determine your eligibility, we are asking you to confirm the information you reported on your FAFSA. To ensure the information is correct, we 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.

1. **YOU MUST REVIEW THIS ENTIRE WORKSHEET AND ACCURATELY COMPLETE AND SIGN THIS WORKSHEET.**
2. **SUBMIT THE COMPLETED WORKSHEET, IRS TAX RETURN TRANSCRIPTS (IF REQUESTED), AND OTHER DOCUMENTS TO THE VHCC FINANCIAL AID OFFICE, PO BOX 828, ABINGDON, VA 24212**

A. Independent Student's Information:

Student's Last Name	Student's First Name	Student's M.I.	Student's ID	Student's SSN
Student's Street Address (include apt. no.)		Student's Date of Birth	Student's Phone	
City	State	Zip Code	Student's Email Address _____@email.vccs.edu	

B. Independent Student's Household Information:

List below the names and ages of ALL Household Members that meet the definition here:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you provide more than half of their support from July 1, 2017, through June 30, 2018, or if the child would be required to provide your 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 you.
- 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, 2018.

Include the name of the college, if applicable, for anyone listed below 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 of member in household	Age	Relationship to student If "other" is checked, relationship must be indicated.	Will household member attend college at least half-time (6 semester credits/term) in a degree/certificate program between 7/1/17 and 6/30/18? If yes, list name of college.
		Self	Virginia Highlands Community College
		Spouse, if married	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> child <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> child <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> child <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> child <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____

C. Independent Student's (and Spouse's, if applicable) Income Information to Be Verified:

1. **COMPLETE THIS SECTION ONLY IF A 2015 TAX RETURN WAS OR WILL BE FILED:** Check one applicable box

- The Financial Aid Office did not request tax transcripts be submitted with this Verification Worksheet from me (or my spouse, if I am married). (You would have specifically been notified to submit tax transcripts along with the request to submit this Worksheet.)
- The Financial Aid Office is requesting tax information from me and I, the student (and if married, my spouse): **Select One**

_____ Have filed 2015 taxes and attached are the 2015 IRS tax return transcripts (not photocopies of income tax returns) requested by the Financial Aid Office. (If you have filed a joint return for 2015, and are no longer married as of the FAFSA filing date, you, the student, must also submit your W-2 or earning statements for 2015.)

_____ Will use the IRS Data Retrieval Tool at FAFSA.gov. (See instructions at the top of page two of this worksheet.) I will confirm that the information was processed with the Financial Aid Office 3 days after I use the IRS Data Retrieval Tool online prior to submitting this form.

_____ Am married as of the date of the FAFSA filing, **but my spouse and I filed separately in 2015**. As required, we are submitting our **separate 2015 tax return transcripts**. I understand that we are **not** able to use the IRS Data Retrieval Tool because we filed our taxes separately in 2015.

_____ Will not/have not filed by the IRS deadline and have attached IRS Form 4868 or IRS approval of extension beyond six months, all W-2s and estimated AGI and taxes paid for 2015. If self-employed a signed statement with the AGI and taxes paid amount is attached.

Instructions for using the IRS Data Retrieval Tool on FAFSA.gov: To use the tool, go to FAFSA.gov, log in 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 to three weeks for IRS income information to be available for the IRS Data Retrieval Tool if you electronically filed an IRS tax return, and up to eight weeks for paper IRS tax return filers. For additional information on using the IRS Data Retrieval tool contact the Financial Aid Office.

If unable to provide tax transcripts, use the IRS Data Retrieval Tool, or amended taxes have been filed, contact the Financial Aid Office.

Note: If you (or your spouse) cannot or choose not to use the IRS Data retrieval tool at FAFSA on the Web you must submit your 2015 IRS tax return transcript(s) that can be obtained at www.irs.gov – NOT PHOTOCOPIES of the income tax return.

2. COMPLETE THIS SECTION IF A 2015 TAX RETURN WAS NOT FILED:

Student – Select Applicable Statement	Spouse – Select Applicable Statement
<input type="checkbox"/> I, the student, was not employed and had no income earned from work in 2015.	<input type="checkbox"/> I, the spouse, was not employed and had no income earned from work in 2015.
<input type="checkbox"/> I, the student, was employed in 2015 but not required to file - <i>Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.</i>	<input type="checkbox"/> I, the spouse, was employed in 2015 but not required to file - <i>Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.</i>
<input type="checkbox"/> I, the student, received Social Security Benefits or SSI in 2015.	<input type="checkbox"/> I, the spouse, received Social Security Benefits or SSI in 2015.

Please complete below if you worked in 2015 but were not required to file a tax return:

Student/Spouse Name	Source of Income	2015 Amount Earned	W-2 Attached?
<i>Spouse</i>	<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

D. Certification and Signature: I certify that all the information reported on this worksheet is complete and correct. Student's signature is required. Spouse's signature is optional.

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

Student's Signature

Date

Spouse's Signature

Date

Submit this worksheet to the Financial Aid Office. You should make a copy of this worksheet for your records. For questions regarding any part of this worksheet please contact the Financial Aid Office at (276)-739-2555 or log on to mysport.vhcc.edu.
If additional space is needed, please attach another sheet with the student's name, SSN, and ID.