

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for a 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 AND YOUR PARENT(S) 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. Dependent 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.)		/	/	() -
City		State	Zip Code	Student's Email Address _____@email.vccs.edu

B. Dependent Student's Family Information:

List below the names and ages of ALL members of your PARENT'S household that meet the definition here:

- Yourself and 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, 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.*

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 7/01/17 and 6/30/18? If yes, list name of college.
		Self	Virginia Highlands Community College
		<input type="checkbox"/> parent <input type="checkbox"/> stepparent	Parents/Stepparents do not complete.
		<input type="checkbox"/> parent <input type="checkbox"/> stepparent	Parents/Stepparents do not complete.
		<input type="checkbox"/> sibling <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> sibling <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> sibling <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> sibling <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> sibling <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____

C. Dependent Student's and Parent(s)' Income Information to Be Verified:

1. COMPLETE THIS SECTION IF A 2015 TAX RETURN WAS OR WILL BE FILED:

Student Information: Check one applicable box

- The Financial Aid Office did not request tax transcripts be submitted with this Verification Worksheet from me. (*You would have been notified specifically to submit tax transcripts along with the request to submit this Worksheet.*)
- The Financial Aid Office is requesting tax information from me and I: **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.

_____ Will use the IRS Data Retrieval Tool at FAFSA.gov. (See instructions on 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.*

_____ 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.

Parent(s) Information: Check one applicable box

- The Financial Aid Office did not request tax transcripts be submitted with this Verification Worksheet from the parent(s) of the student. (You would have been notified specifically to submit tax transcripts along with the request to submit this Worksheet.)
- The Financial Aid Office is requesting tax information from my parent(s), and my parent(s): **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 parent, 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.
- _____ Are unmarried biological parents who live together? Attached are separate 2015 tax return transcripts. I understand that the IRS Data Retrieval Tool is not an option because taxes were filed separately in 2015.
- _____ Are married as of the initial date the FAFSA was filed, **but filed separately in 2015**. As required, **separate 2015 tax return transcripts are being submitted**. I understand that the IRS Data Retrieval Tool is not an option because taxes were filed 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.

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

Instructions for using the IRS Data Retrieval Tool at 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 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.

NOTE: If you, the student, or your parent, cannot or choose not to use the IRS Data retrieval tool at FAFSA on the Web then you or your parent 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:

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

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

D. Certification and Signature: Each person signing this worksheet certifies that all the information reported on this worksheet is complete and correct. The student and one parent must sign and date this section.

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

Parent'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 mysupport.vhcc.edu. If additional space is needed, please attach another sheet with student's name, SSN, and ID.