2014–2015 Verification Worksheet - Independent Student

Your 2014-2015 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, TAX TRANSCRIPTS (IF REQUESTED), AND OTHER DOCUMENTS TO THE VHCC FINANCIAL AID OFFICE, P O 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 (xxx)-xxx-xxxx _____

City _____ State _____ Zip Code _____ Student's Email Address _____

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 will provide more than half of their support from July 1, 2014, through June 30, 2015, or if the child would be required to provide your information if they were completing a FAFSA for 2014-2015. 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, 2015.*

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, 2014, and June 30, 2015.

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 7/1/14 and 6/30/15? If yes, list name of college.
		Self	Virginia Highlands Community College
		Spouse, if married	❑ No ❑ Yes Name of college: _____
		❑ child ❑ other: _____	❑ No ❑ Yes Name of college: _____
		❑ child ❑ other: _____	❑ No ❑ Yes Name of college: _____
		❑ child ❑ other: _____	❑ No ❑ Yes Name of college: _____
		❑ child ❑ other: _____	❑ No ❑ Yes Name of college: _____
		❑ child ❑ other: _____	❑ No ❑ 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 2013 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 2013 taxes and attached are the 2013 IRS tax return transcripts (not photocopies of income tax returns) requested by the Financial Aid Office. (If you have filed a joint return for 2013, and are no longer married as of the FAFSA filing date, you, the student, must also submit your W-2 or earning statements for 2013.)

____ 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 2013**. As required, we are submitting our **separate 2013 tax return transcripts**. I understand that we are ***not*** able to use the IRS Data Retrieval Tool because we filed our taxes separately in 2013.

Student's Name:_____ **ID:**_____ **SSN:**_____

____ 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 2013. 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 2013 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 2013 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 2013 TAX RETURN WAS NOT FILED:

Student – Select Applicable Statement	Spouse – Select Applicable Statement
☐ I, the student, **was not** employed and had no income earned from work in 2013.	☐ I, the spouse, **was not** employed and had no income earned from work in 2013.
☐ I, the student, **was** employed in 2013 but not required to file - *Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.*	☐ I, the spouse, **was** employed in 2013 but not required to file - *Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.*
☐ I, the student, received Social Security Benefits or SSI in 2013	☐ I, the spouse, received Social Security Benefits or SSI in 2013

Please complete below if you worked in 2014 but were not required to file a tax return:

Student/Spouse Name	Source of Income	2013 Amount Earned	W-2 Attached?
Spouse	*Suzy's Auto Body Shop (example)*	*$2,000.00*	*Yes*

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. Make a copy of this worksheet for your records. For questions regarding any part of this worksheet, or if you have an unusual tax filing circumstance to discuss, contact the Financial Aid Office at (276) 739-2411 or (276) 739-2555.

If additional space is needed, please attach another sheet with the student's name, SSN, and ID.