



2016-2017 Verification Worksheet

Priority Deadline May 1st

The Financial Aid Office has received notification you completed a 2016-17 Free Application for Federal Student Aid (FAFSA) form. Your FAFSA application was selected for a review process called "Verification". Please complete the Verification Worksheet and return to the Financial Aid Office as soon as possible. This worksheet must be completed on both sides. If there are differences between your FAFSA application and the documents received, the Financial Aid Office will make corrections electronically to the federal student aid processor to have your information reprocessed. If you have previously received an award offer, the corrections could change the amounts on that offer. If your financial aid changes, we will notify you of the change within 2 weeks to your State Tech student e-mail account.

Student Information

Form with fields: First Name, M.I., Last Name, Social Security Number, Date of Birth, Address (include apt. no), City, State, ZIP code, Phone # (include Area Code)

Family Information

List the people in your household from July 1, 2016 through June 30, 2017:

If a Dependent Student\*, include:

- Yourself and parent(s) you live with most (include stepparent, if your parent is remarried)
Your parents' dependent children if your parents will provide more than half of their support from July 1, 2016 through June 30, 2017 or if the children would be required to provide parental information if they were completing a 2016-17 FAFSA. Include children who meet either of these standards even if the children do not live with your parent(s).

If you are Independent Student, include:

- Yourself and your spouse (if married).
Your or your spouse's dependent children, if you or your spouse will provide more than half of their support from July 1, 2016 through June 30, 2017, even if the children do not live with you.

Include other people as part of your household only if:

They now live with you (if Independent) or your parent(s) (if Dependent) AND you or your parents provide more than half of their support AND will continue to provide more than half their support through June 30, 2017.

Write the names of all household members in the space(s) below. Also write in 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 an eligible postsecondary educational institution any time between July 1, 2016 and June 30, 2017.

Table with 4 columns: Full Name, Age, Relationship, College (if Attending at least half-time during 2016-2017). Row 1: Self, State Technical College of Missouri.

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

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## Tax Information

Before your financial aid can be processed, we must verify the information you provided on the FAFSA form matches what you and/or your parent(s) submitted to the IRS. If you and/or your parent completed a 2015 Federal Tax Return, either the IRS Data Retrieval, IRS Tax Return Transcript, or photocopy of the tax return must be received. **In March 2017, the IRS removed the IRS Data Retrieval Tool as an option within FAFSA on the Web. Some taxpayers have requested Tax Return Transcripts from the IRS and have experienced delays in obtaining their transcript. Due to these issues, the U.S. Department of Education has recently released guidance stating we can accept a signed photocopy of 2015 Federal Tax Returns.** If you and/or your parent are not required to file a 2015 Federal Tax Return, go to Step 2. You must complete either Step 1 or Step 2 for the student and parent (if student is dependent).

### **Step 1) If you and/or your parent completed a 2015 Federal Tax Return, check the box that applies:**

**Student:**

- Prior to March 2017, the student used the IRS Data Retrieval in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student has provided a copy of their 2015 IRS Tax Return Transcript or signed photocopy of their 2015 Federal Tax Return and copies of W-2 and/or 1099 forms to the Financial Aid Office at State Tech.

**Parent: (If Student is Dependent, you must complete this section)**

- Prior to March 2017, the parent(s) have used the IRS Data Retrieval in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parent(s) have provided a copy of their 2015 IRS Tax Return Transcript or signed photocopy of their 2015 Federal Tax Return and copies of W-2 and/or 1099 forms to the Financial Aid Office at State Tech.

Please notify the Financial Aid Office if the student and/or parent(s) filed an Amended 2015 Federal Tax Return (IRS Form 1040X). To obtain a Tax Return Transcript, **NOT** the Tax Account Transcript, visit the IRS on-line at [www.irs.gov](http://www.irs.gov), call 800-908-9946, or submit IRS Form 4506-T to the IRS.

### **Step 2) If you or your parent did not file a 2015 Federal Tax Return, please check the box that applies:**

**Student:**

- I am not required to file a 2015 Federal Tax Return. Copies of my W2 form(s) are enclosed. **(You must provide copies.)**
- I am not required to file a 2015 Federal Tax Return. I didn't receive a W2 form, but I earned \$\_\_\_\_\_ from \_\_\_\_\_ during 2015.
- I am not required to file a 2015 Federal Tax Return because I was not employed and had no income earned from work in 2015.

**Parent: (If Student is Dependent, you must complete this section)**

- I am not required to file a 2015 Federal Tax Return. Copies of my W2 form(s) are enclosed. **(You must provide copies.)**
- I am not required to file a 2015 Federal Tax Return. I didn't receive a W2 form, but I earned \$\_\_\_\_\_ from \_\_\_\_\_ during 2015.
- I am not required to file a 2015 Federal Tax Return because I was not employed and had no income earned from work in 2015.

The student and parent (if applicable) must complete and provide documentation for Steps 1 or 2 before financial aid can be processed. The law states that we have the right to ask you for this information before awarding federal aid.

### **Signature(s)**

**Each person signing below certifies that all of the information reported is complete and correct. The student and one parent (if student is dependent) whose information was reported on the FAFSA must sign and date.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Return to: State Technical College of Missouri, Financial Aid Office  
One Technology Drive Linn, MO 65051

**WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION, YOU MAY BE FINED, SENTENCED TO JAIL, OR BOTH.**