QUINNIPIAC UNIVERSITY

Verification Worksheet #1
2015-2016

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document along with any other required documents. If there are discrepancies, your FAFSA information may need to be corrected. You and your spouse (if applicable) must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact Graduate Financial Aid so that your financial aid will not be delayed.

Return this form to Online Financial Aid via: Fax 203-582-4512 or mail.

Section 1 – Student Information

____
Student's Last Name Student's First Name Student's M.I.

____
Student's QU ID or Social Security Number

____
Student's Street Address (include apt. no.)

____
Student's Date of Birth

____
City State Zip Code

____
Student's Email Address

____
Student's Home Phone Number (include area code)

____
Student's Alternate or Cell Phone Number

Section 2 – Household Information - List below the people in your household which you are **providing MORE THAN ½ of their SUPPORT**. Include:

- You and your spouse, if married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2014, through June 30, 2015, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2015.

For any household member who will be enrolled at least part-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2014, and June 30, 2015, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Part-Time (Yes or No)
		Self		

Section 3 – Receipt of SNAP Benefits

Did you or a member of your household (as listed above), receive benefits from the Supplemental Nutrition Program or SNAP (formerly known as the Food Stamp program) sometime during 2012 or 2013. SNAP may be known by another name in some states.

Please circle one: **Yes** **No**

Section 4 – Child Support Paid in 2013

If you or your spouse paid child support in 2013, list below the name(s) of the person(s) who paid the child support, the names of the person(s) to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2013 for each child. If needed, I will provide additional documentation confirming the information provided.

If more space is needed, provide a separate page that includes the student's name and ID number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2012

Section 5 – Income/Tax Information – If Filed or Will File a 2013 Tax Return

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

Instructions: Complete this section. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA.* In most cases, no further documentation is needed to verify 2013 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.
In most cases, for electronic filers, 2013 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2013 electronic income tax return has been accepted by the IRS. For filers of 2013 paper IRS income tax returns, it is generally available for the IRS DRT within 8–11 weeks after the 2013 paper income tax return has been received by the IRS.
Check the box that applies:

☐ The student has used the IRS DRT from the *FAFSA on the Web* to transfer 2013 IRS income tax return information into the student's FAFSA.

☐ The student has not yet used the IRS DRT from the *FAFSA on the Web*, but will use the tool to transfer 2013 IRS income tax return information into the student's FAFSA once the 2012 IRS income tax return has been filed.

☐ The student is unable or chooses not to use the IRS DRT from the *FAFSA on the Web*, and instead will provide the school a **2013 IRS Tax Return Transcript(s)**.

To obtain a **2013 IRS Tax Return Transcript**, go to www.IRS.gov/Individuals/Get-Transcript and click on the "Get Transcript Online or By Mail" link, or call 1-800-908-9946. Make sure to **request the "IRS Tax Return Transcript"** and not the "IRS Tax Account Transcript." Users will need to create an account initially. Also, be sure to select "Higher Education/Student Aid" to ensure you are selecting the correct transcript. In most cases, for electronic filers, a **2013 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the **2013 IRS Tax Return Transcript** may be requested within 8–11 weeks after it has been received by the IRS.

If the student and spouse filed separate 2013 IRS income tax returns, **2013 IRS Tax Return Transcripts** must be provided for both.

____ Check here if a **2013 IRS Tax Return Transcript(s)** is provided.

____ Check here if a **2013 IRS Tax Return Transcript(s)** will be provided by ____

Certification and Signature(s)

Each person signing below certifies that all of the information reported is complete and correct.

____
Student's Signature (Required) Date

____
Spouse's Signature (Optional) Date

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

Office of Online Financial Aid, 275 Mt. Carmel Avenue, OF-QUO, Hamden, CT 06518
Fax (203)582-4512 Phone (203) 582-8430 Email: online.finaid@quinnipiac.edu

If you and your spouse filed a 2013 tax return, you do not need to complete this form.

Section 6 – Verification of 2013 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2012 income tax return with the IRS.

Check the box that applies:

☐ The student and spouse were not employed and had no income earned from work in 2013.

☐ The student and/or spouse were employed in 2013 and have listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. [Provide copies of all 2013 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2013 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	*$2,000.00*	*Yes*

Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

____
Student's Signature (Required) Date

____
Spouse's Signature (Optional) Date

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