



## 2016–2017 Household Resources Verification Worksheet

### V6-Dependent Student

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". The Financial Aid Office at your college must compare information from your FAFSA with information you provide on this worksheet and with any other required documents. If there are differences, your Financial Aid Office may require additional documentation and your FAFSA information may need to be corrected. You may not receive federal financial aid until all verification requirements are met and the necessary corrections made.

#### What You Should Do

1. If you or your parent(s) are tax filers, obtain a **2015 IRS Tax Return Transcript** and **W-2 Forms** for yourself, and your parent(s). The Financial Aid Office cannot accept preparer's copies of the required tax documents. You may obtain an IRS Tax Return Transcript online at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by phone at 1-800-908-9946. Make sure you request an **IRS Tax Return Transcript** and **NOT an IRS Tax Account Transcript**. **Important Note:** If you used the IRS Data Retrieval Tool to transfer your IRS income data into your FAFSA, you may not have to submit the IRS Tax Return Transcript.
2. Complete all sections of this worksheet – you and one of your parents must sign the certification (Section G) on page 5 of the worksheet.
3. Submit the completed worksheet, tax return transcript(s), and any other required documents to the Financial Aid Office at your college.

#### A. Student's Information

Student's Last Name	First Name	M.I	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's CUNYfirst ID#
City, State, Zip Code			Student's Date of Birth
Student's Phone Number (include area code)			Student's Email Address

#### B. Parents' Household Information

List the people your parents will support between July 1, 2016 and June 30, 2017. Include:

- Yourself and your parent(s)
- Your parent(s)' other children if (a) your parent(s) provide more than half of their support, or (b) if the other children would be required to provide parental information if they are completing a FAFSA for 2016–2017. 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) now provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Write the name of the college below 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.

*If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Example: Jane Smith</i>	<i>18</i>	<i>Sister</i>	<i>State University</i>	<i>Yes</i>
		Self		

<b>Student Name:</b>	<b>Student SSN: XXX-XX- _____</b>
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**C. Student's Income Information to Be Verified**

*NOTE: If you filed (or will file) an amended 2015 IRS tax return, you must contact the Financial Aid Office at your college before completing this section.*

**Check the box that applies:**

- I used the IRS Data Retrieval Tool in FAFSA-on-the-Web to transfer 2015 IRS income tax information into my FAFSA. *[The income tax information from your FAFSA will be used to complete the verification process.]*
- I did not (or could not) transfer my 2015 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2015 IRS Tax Return Transcript** to this worksheet.
- I have not filed (and am not required to file) a 2015 federal income tax return and I had no income earned from work in 2015.
- I have not filed (and am not required to file) a 2015 federal income tax return, but I had income earned from work in 2015 as listed below. *[List every employer and the amounts earned in 2015, even if they did not issue an IRS Form W-2. Attach copies of all 2015 IRS Forms W-2 that were issued to you by employers.]*

*If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.*

Employer's Name	2015 Amount Earned	2015 IRS Form W2 Attached?
<i>Example: ABC Company</i>	<i>\$1367.75</i>	<i>Yes</i>

**D. Parent(s)' Income Information to Be Verified**

*NOTE: Provide the requested income information for each parent/stepparent listed in Section B of this worksheet. Notify your Financial Aid Office if your parents had a change in marital status after December 31, 2015 or if your parent(s) filed (or will file) an amended 2015 IRS tax return.*

**Check the appropriate box (or boxes):**

- I/we used the IRS Data Retrieval Tool in FAFSA-on-the-Web to transfer 2015 IRS income tax information into the FAFSA. *[The income tax information from the FAFSA will be used to complete the verification process.]*
- I/we did not (or could not) transfer my/our 2015 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached a copy of my/our **2015 IRS Tax Return Transcript** to this worksheet. *[Note: if your parents filed a joint tax return, but you reported your parents' marital status on the FAFSA as separated, divorced or widowed, you must include copies of all IRS Form W-2s with the tax transcript.]*
- I/we have not filed (and are not required to file) a 2015 federal income tax return and I/we had no income earned from work in 2015.
- I/we have not filed (and are not required to file) a 2015 federal income tax return but I/we had income earned from work in 2015 as listed below. *[List every employer and the amounts earned in 2015, even if they did not issue an IRS Form W-2. Attach copies of all 2015 IRS Forms W-2 that were issued to you by employers.]*

*If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.*

Employer's Name	2015 Amount Earned	2015 IRS Form W2 Attached?
<i>Example: ABC Company</i>	<i>\$1367.75</i>	<i>Yes</i>

<b>Student Name:</b>	<b>Student SSN: XXX-XX- _____</b>
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**E. Student's/Parent(s)' Untaxed Income to Be Verified**

Answer each question below as it applies to you, the student, and the parent(s) whose information is reported on the FAFSA. **If any item does not apply**, enter "N/A" for Not Applicable where a response is requested, or enter "0" in an area where an amount is requested.

**To determine the correct annual amount for each item:** If you paid or received the same dollar amount every month in 2015, multiply that amount by the number of months in 2015 you paid or received it. If you did not pay or receive the same amount each month in 2015, add together the amounts you paid or received each month.

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

- 1. Payments made by student and/or parent(s) to tax-deferred pension and retirement savings plans** List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Total Amount Paid in 2015

- 2. Child support received**  
List the actual amount of any child support received in 2015 for ALL children listed in the household in Section B of this worksheet. **Do not include** foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

Name of Adult Who Received the Support	Name and Age of Child For Whom Support Was Received	Amount of Child Support Received in 2015

- 3. Housing, food, and other living allowances paid to members of the military, clergy, and others**  
Include cash payments and/or the cash value of benefits received by student or student's parents. **Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2015

- 4. Veterans non-education benefits**  
List the total amount of veterans non-education benefits received in 2015 by the student or student's parent(s). Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. **Do not include** Federal Veterans Educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill.

Name of Recipient	Type of Veterans Non-education Benefit	Amount of Benefit Received in 2015

<b>Student Name:</b>	<b>Student SSN: XXX-XX- _____</b>
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**5. Other untaxed income**

List the amount of other untaxed income received by the student or the student's parent(s) that was not reported elsewhere on this form. Include untaxed income such as Workers' Compensation, Disability, Black Lung Benefits, untaxed portions of Health Savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc. **Do not include** Student Aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security Benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) Educational Benefits, Combat Pay, benefits from Flexible Spending arrangements (e.g., cafeteria plans), Foreign Income Exclusion, or credit for federal tax on Special Fuels.

Name of Recipient	Type of Other Untaxed Income	Amount Received in 2015

**6. Money received or paid on the student's behalf**

List any cash support received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. If someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions. **DO NOT INCLUDE SUPPORT FROM A PARENT WHOSE INFORMATION WAS ALREADY REPORTED ON THE 2016-17 FAFSA.** Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

Source of Support	Purpose: e.g., Cash, Rent, Books	Amount Received in 2015

**7. Additional information:**

So that we can fully understand the family financial situation, please provide information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as Federal Veterans Education Benefits, Military Housing, SNAP, TANF, etc.

Name of Recipient	Type of Financial Support	Amount Received in 2015

Comments: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Student Name:</b>	<b>Student SSN: XXX-XX- _____</b>
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**F. Other Information to Be Verified**

1. Complete this item if one of the persons listed in Section B received benefits from the **Supplemental Nutrition Assistance Program or SNAP** (formerly known as food stamps) any time during the 2014 or 2015 calendar years.
  - One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015. If asked by my college, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.
  
2. Complete this item if one of your parents PAID **child support** in 2015.
  - I/we paid child support in 2015 and have listed below the requested information for each child to whom child support was paid. If asked by my college, I/we will provide additional documentation of the payment of child support. *[Do not include child support paid for children listed on your FAFSA as part of your household size or listed in Section B of this worksheet.]*

*If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.*

Name of Person who Paid Child Support	Name of Person to whom Child Support was Paid	Name and Age of Child for whom Support was Paid	Amount of Child Support Paid in 2015
<i>Example: Mary Smith</i>	<i>John Smith</i>	<i>Joseph Smith</i>	<i>\$5000</i>

**G. Certification and Signatures – Student and one parent must sign**

We certify that all of the information reported on this worksheet is complete and correct. We understand that if we purposely give false or misleading information, we could be fined, jailed, or both.

<b>Student Signature</b>	<b>Date</b>
<b>Parent Signature</b>	<b>Date</b>

***Do not mail this worksheet to the U.S. Department of Education.***

***Submit this worksheet to the Financial Aid Office at your college.***

***You should make a copy of this worksheet and all submitted documents for your records.***