

# STANDARD VERIFICATION (V1) WORKSHEET

2017-2018



## Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected for verification which compares your FAFSA information to your financial documents. This is a federal requirement under 34CFR. If there are any differences, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation.

## What you must do:

- Collect your and your spouse's (if married) and parents(s) (for dependent students only) 2015 Tax Return Transcript, all W-2 forms issued, and "Verification of Non-Filing Letter".
- Complete all sections of this form according to your dependency status in Blue or Black ink only. **Incomplete worksheets cause delays and will be returned for completion.**
- You and one parent must complete and sign this form (for dependent students only).
- Bring, fax, or mail your completed form to the UAPB Student Financial Services Office.
- Do not make any additional income/ household size/ number in college corrections to the FAFSA once this form has been submitted.
- Contact the UAPB Student Financial Services Office if you have questions completing this form.



The final deadline to complete the verification process is established by the Federal government and published in the Federal Register on an annual basis- [www.federalregister.gov](http://www.federalregister.gov).

## A. STUDENT INFORMATION

Student Name		UAPB SID#	
Email		Phone Number (Include area code)	
Home Address (include apt. no.)			
City	State	Zip Code	

## B. HOUSEHOLD INFORMATION

Please select your dependency status by checking the appropriate option as to your household situation.

- If you (the student) answered "NO" to questions 46-58 on the FAFSA, you are considered "Dependent."
- If you (the student) answered "YES" to any of questions 46- 58 on the FAFSA, you are considered "Independent."

### DEPENDENT STUDENT:



A student is considered dependent if he/she is required to provide parental information on the FAFSA.

All household members include:

- Yourself
- Your parent(s) even if you don't live with your parent(s) (including a step-parent, biological parents who live together but are not married, same sex parents that are married, as recognized by state or foreign country).
- 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,
- Other people only if they now live with your parent(s), and your parent(s) will provide more than half of their support and will continue to provide more than half of their support from July 1, 2017 through June 30, 2018.

### INDEPENDENT STUDENT:



A student is considered independent if he/she was not required to provide parental information on the FAFSA.

All household members include:

- Yourself
- Your spouse, if married. Must include same sex spouses as recognized by state or foreign country.
- Your children, if any, if you will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the child would be required to provide your 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 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 from July 1, 2017 through June 30, 2018.

- List the names and ages of **ALL** household member(s) as defined above, in the space(s) provided below, beginning with (You) the student. Also, write the name of the college for any household member who will attend college at least half-time between July 1, 2017 and June 30, 2018 and will enroll in a degree, diploma, or certificate program (please include your parent's in the section below, but **do not** include their college information in the box below). **If more space is needed, attach a separate page.**

Please continue to the next page

Print your Name and Student ID Number on ALL Documents ■ Return this form with all documents attached by mail, fax or email:  
 Student Financial Services ■ 1301 North L.A. "Prexy" Davis Drive, Mail Slot 4985 ■ Pine Bluff, AR 71601  
 By Fax ■ (870) 575- 4622 ■ By Email ■ [finaid@uapb.edu](mailto:finaid@uapb.edu)

## B. HOUSEHOLD INFORMATION CONT'D

UAPB SID#

Student's Name	Age	Relationship	Attending College	College or University
		<b>SELF</b>	<b>Yes</b>	<b>University of Arkansas Pine Bluff</b>
Family Members	Age	Relationship to Student	College or University	
		<b>Parent 1</b>	<b>N/A</b>	<b>N/A</b>
		<b>Parent 2</b>	<b>N/A</b>	<b>N/A</b>

## C. INCOME TAX FILING STATUS



Check **ONE** box for you (the student) your spouse (if married), Independent students only.  
Check **TWO** boxes for you (the student) and your parents(s), Dependent students only.

- **FOR THOSE THAT FILED A 2015 TAX RETURN-** A faster, more effective way to verify income is by using the IRS Data Retrieval Tool that is part of the **FAFSA on the Web**. To access this option log back into your 2017-2018 FAFSA at [www.FAFSA.gov](http://www.FAFSA.gov). If you are unsuccessful with this option you must attach a copy of your **2015 IRS Tax Return Transcript** to this form. To obtain an IRS Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov) and under the **Tools Heading** select "Get Transcript of Your Tax Records", then select "Get Transcript by Mail", then request the "IRS Tax Return Transcript", **OR** call 1 (800) 908-9946.
- **FOR THOSE THAT DID NOT FILE A 2015 TAX RETURN-** Please attach copies of all 2015 IRS W-2 forms **AND** a "Verification of Non-Filing Letter" if you answered that you worked, but were not required to file a 2015 Tax Return **OR** if you did not work and had no income earned from work in 2015. Copies of both documents can be requested online at [www.irs.gov](http://www.irs.gov) **OR** by calling 1-800-829-1040 **OR** by completing IRS form 4506-T.

STUDENT	PARENT	Please READ and FOLLOW all given instructions provided below. Dependent students must have parent information; therefore, TWO boxes must be checked. One for the student and one for the parent. Do Not leave this section blank.		
<input type="radio"/>	<input type="radio"/>	I used the IRS Data Retrieval Tool while completing the FAFSA and transferred my 2015 income information to the FAFSA and did not make any additional changes to the information.		
<input type="radio"/>	<input type="radio"/>	I provided a copy of my <b>2015 Tax Return Transcripts</b> to your office during the <b>2016-2017 school year</b>		
<input type="radio"/>	<input type="radio"/>	I was unable to use the Data Retrieval Tool, and will attach a copy of the <b>2015 IRS Tax Return Transcript</b> to this form. <ul style="list-style-type: none"> <li>• Copies of original tax returns are <b>not</b> accepted. (Ex. Forms 1040, 1040A, 1040EZ)</li> <li>• Copies of an Account Transcript are <b>not</b> accepted.</li> <li>• If you/ your spouse (<b>if married</b>) or parents (<b>if dependent</b>) have filed separate returns, copies from each individual must be submitted for processing.</li> </ul>		
<input type="radio"/>	<input type="radio"/>	I filed a tax return and later amended my taxes. <ul style="list-style-type: none"> <li>• Copies of Tax Return Transcript <b>AND</b> a <b>signed</b> copy of the 1040X form are attached to this form.</li> </ul>		
<input type="radio"/>	<input type="radio"/>	I did not file a 2015 Tax Return and did not have earnings in 2015. <ul style="list-style-type: none"> <li>• If this option is selected, a "Verification of Non-Filing Letter" from the IRS must be attached to this form.</li> </ul>		
<input type="radio"/>	<input type="radio"/>	I was employed, but was not required to file a 2015 Tax Return. <ul style="list-style-type: none"> <li>• If you select this option, copies of all 2015 W-2(s) <b>AND</b> a "Verification of Non-Filing Letter" from the IRS must be attached to this form. <b>Complete the section below and list all employers and any income received in 2015, and indicate if the W-2 is attached.</b></li> </ul>		
		Employer's Name	2015 Amount Earned	IRS W-2 Attached?

## D. SIGNATURES (Required)

By signing, I/We certify that all of the information reported and/ or attached is complete and correct. **WARNING:** If you purposely provide misleading information or withhold information, you may be subject to penalty of law and/ or institutional sanctions.

Student Signature and Date	Parent Signature and Date (If Applicable)
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By Fax ■ (870) 575- 4622 ■ By Email ■ [finaid@uapb.edu](mailto:finaid@uapb.edu)