



### C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse if married) filed, or will file, an **amended** 2015 IRS tax return, you must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if you, student, **filed or will file** a 2015 income tax return with the IRS. *The best way to verify income is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of FAFSA on the Web at **FAFSA.gov**. If you have not already used the tool, go to **FAFSA.gov**, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the **IRS Data Retrieval Tool** to transfer 2015 IRS income tax information into your FAFSA. It takes 2-3 weeks for IRS income information to be available for the **IRS Data Retrieval Tool** for electronic IRS tax return filers, and up to 8-11 weeks for paper IRS tax return filers. If you need more information about when, or how to use the **IRS Data Retrieval Tool** see your financial aid administrator.*

Check the box that applies:

- I, the student have used the **IRS Data Retrieval Tool** in FAFSA on the Web to transfer my (and if married, my spouse's) 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *VCSU will use the IRS information that was transferred in the verification process.*
- I, the student have not yet used the **IRS Data Retrieval Tool**, but I will use the tool to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA once I have filed my 2015 IRS tax return. *See above for information on how to use the IRS Data Retrieval Tool.*
- I, the student am unable or chooses not to use the **IRS Data Retrieval Tool** in FAFSA on the Web, and I will submit to VCSU the **2015 IRS tax return transcript(s)—not a photocopy of the income tax return**. *To obtain an IRS tax return transcript, go to **www.irs.gov** and click on the "Get Transcript of Your Tax Records" link, or call **1-800-908-9946**. Make sure to request the "IRS tax return transcript" and **not** the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). It takes 2-3 weeks for IRS income information to be available for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse.*
- Check here if an **IRS tax return transcript** is attached to this worksheet.
- Check here if **IRS tax return transcript(s)** will be submitted to VCSU later. Verification cannot be completed until the **IRS tax return transcript(s)** has been submitted to VCSU.

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), **will not** file and are **not required** to file a 2015 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2015.
- The student (and/or the student's spouse) was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to you (and if married, to your spouse) by employers]. *List every employer even if they did not issue an IRS W-2 form.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

## D. Independent Student's Other Information to Be Verified

1. Complete this section if someone in the student's household (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.

Did you or anyone in your household receive food stamps (SNAP) in 2014 or 2015  Yes  No

If yes, who received this benefit?  Student  Spouse  Other \_\_\_\_\_

For which year(s)?  2014  2015

**You must attach a copy of your eligibility letter from the agency that issues the Food Stamps benefit.**

2. Complete this section if you, or our spouse if married, paid child support in 2015.

Either I, or if married, my spouse who is listed in Section B of this worksheet paid child support in 2015. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by VCSU, I will provide documentation of the payment of child support. **NOTE: This child should not be listed on Section B of this worksheet**

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 2015
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

## F. Verification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet.

**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

### Forms can be returned to:

Valley City State University Financial Aid Office

101 College St SW, Valley City ND 58072

Fax: 701-845-7545 Phone: 1-800-532-8641 or 701-845-7542

E-mail: [financial.aid@vcsu.edu](mailto:financial.aid@vcsu.edu)