



### C. Dependent Student’s Income Information to Be Verified

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

**Instructions: Complete this section if the 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 the student has 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 the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student’s 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:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student’s 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.*
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student’s FAFSA once the student has filed a 2015 IRS tax return. *See above for information on how to use the IRS Data Retrieval Tool.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide VCSU a **2015 IRS tax return transcript—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.*
- Check here if the student’s **2015 IRS tax return transcript** is attached to this worksheet.
- Check here if the student’s **2015 IRS tax return transcript** will be submitted to VCSU later.

2. TAX RETURN NONFILERS—Complete this section if the student **will not** file and is **not required** to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. [Provide copies of all 2015 IRS W-2 forms issued to the student 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?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent’s Income Information to Be Verified** — Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed a separate IRS income tax return for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.

1. TAX RETURN FILERS—**Important Note:** If the student’s parent(s), filed or will file, an **amended** 2015 IRS tax return the student’s financial aid administrator must be contacted before completing this section.

**Instructions: Complete this section if the student’s parent(s) filed or will file a 2015 IRS income tax return. 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](http://fafsa.gov). If the student’s parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://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 the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student’s 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 8-11 weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student’s financial aid administrator.**

**Check the box that applies:**

- The student’s parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. VCSU will use the IRS information transferred into the student’s FAFSA to complete the verification process.
- The student’s parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income tax return information into the student’s FAFSA once the parent’s IRS income tax return has been filed. See above for information on how to use the IRS Data Retrieval Tool.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and instead will provide VCSU a copy of the parent’s **2015 IRS tax return transcript(s)—not photocopies of the income tax return**. To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the “Get Transcript of Your Tax Records” link, or call **1-800-908-9946**. Make sure you order the “IRS tax return transcript” and **not** the “IRS tax account transcript.” The parent will need his or her 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 tax return filers. If the parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for both.
- Check here if a **2015 IRS tax return transcript(s)** is attached to this worksheet.
- Check here if a **2015 IRS tax return transcript(s)** will be submitted to VCSU later.

2. TAX RETURN NONFILERS—Complete this section if the student’s parent(s) **will not** file and is **not required** to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2015.
- The parent(s) was employed in 2015 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. [Provide copies of all 2015 IRS W-2 forms issued to the parent(s) by employer(s)]. 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)

## E. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent'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  Parent(s)  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 one of the student's parents paid child support in 2015.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2015. The parent has 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 and a parent 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

\_\_\_\_\_  
Parent'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)