



2016-2017 Verification Worksheet Federal Student Aid Programs

Your FAFSA was selected for a process called "Verification." The law says we must ask you for this information before disbursing Federal Aid. If there are differences between your application information and your financial documents, Doane will need to make corrections electronically.

DO NOT SEND US YOUR 1040!
Per federal regulations, we cannot accept copies of your federal tax return.

What you need to do:

1. Collect you and your parent(s)' required financial documents.
2. Return the completed worksheet and other documents Doane requests to the Financial Aid Office.
3. Contact the Financial Aid Office if you have questions about completing this worksheet.

A. Student Information

Last Name	First Name	M.I.	Social Security Number
Address (include apt. no.)		Date of Birth	
City	State	ZIP Code	Phone Number (include area code)

B. Family Information

List the members of your household, including:

- yourself
- the parent(s) you live with (include stepparent) OR if not living at home, the parent(s) whose information was used on the FAFSA.
- your parent's other children (even if they do not live with them) if either of the following applies:
 - your parent is/parents are providing more than half of their financial support from July 1, 2016 - June 30, 2017, OR
 - the child would be required to provide the parent's information when applying for Federal Student Aid.
- other people who live with your parents and receive more than half of their financial support from July 1, 2016 - June 30, 2017.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2016, and June 30, 2017, and will be enrolled in a degree, diploma or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Missy Jones (example)	18	Sister	Central University
		Yourself (the student)	

C. STUDENT'S Income Information

1. Check only one box below.

Check here if you filed taxes and used the IRS Data Retrieval Tool* when you **originally** filed your FAFSA.

*The IRS Data Retrieval Tool is the simplest and preferred method to transfer your tax information.

Check here if you **made a correction** to your FAFSA with the IRS Data Retrieval Tool.

Date correction made: _____

Check here if you are attaching a copy of your 2015 Tax Return Transcript. (Not a copy of the 1040)

Check here if your tax transcript will be sent directly to Doane. Date requested: _____

Check here if you are **not required** to file a 2015 U.S. Income Tax Return. **(Proceed to line 2 below)**

2. If you **did not file** and are **not required** to file a 2015 Federal Income Tax Return, list below your employer(s) and any income received in 2015 **(attach W-2 forms or other earnings statements if available)**.

Sources	2015 Income
	\$
	\$
<i>If no earnings, write "none"</i>	\$

D. PARENT(S)' Tax Forms and Income Information

1. Check only one box below.

Check here if you filed taxes and used the IRS Data Retrieval Tool* when you **originally** filed your FAFSA.

*The IRS Data Retrieval Tool is the simplest and preferred method to transfer your tax information.

Check here if you **made a correction** to your FAFSA with the IRS Data Retrieval Tool.

Date of correction: _____

Check here if you are attaching a signed copy of your parent(s)' 2015 Tax Return Transcript. (Not a copy of the 1040)

Check here if your tax transcript will be sent directly to Doane. Date requested: _____

Check here if your parent(s)' are **not required** to file a 2015 U.S. Income Tax Return. **(Proceed to line 2 below)**

2. If your parent(s)' **did not file** and are **not required** to file a 2015 Federal Income Tax Return, list below your parent(s)' employer(s) and any income they received in 2015 **(attach W-2 forms or other earnings statements if available)**.

Sources	2015 Income
	\$
	\$
<i>If no earnings, write "none"</i>	\$

E. Sign this Worksheet

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date.

Student Date

Parent Date

WARNING: If you purposefully give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.