



## Office of Student Financial Aid

500 W. University Ave, Mike Loya Bldg., #204  
 El Paso, Texas 79968 PH: (915)747-5204 FAX: (915)747-5631

### V5 DEPENDENT VERIFICATION WORKSHEET 2016-2017

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before awarding Federal Student Aid, the Office of Student Financial Aid (OSFA) may ask you to confirm the information you and your parent(s) reported on your FAFSA. The OSFA will then compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your parent(s) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the OSFA. After a review of the information you submit, the OSFA may still ask for additional information. If you have questions about verification, contact the OSFA as soon as possible so that the processing of your financial aid will not be delayed.

#### A. Student's Information

|                                             |                      |                |                                             |
|---------------------------------------------|----------------------|----------------|---------------------------------------------|
| Student's Last Name                         | Student's First Name | Middle Initial | Student's ID Number                         |
| Student's Street Address (include apt. no.) |                      |                | Student's Date of Birth                     |
| City                                        | State                | Zip Code       | Student's Primary Phone (include area code) |
| Student's Email Address                     |                      |                |                                             |

#### B. Student's Family Information

List the members of your **parent(s)' household** below. **If your parents (biological and/or adoptive) are not married to each other, separated or divorced and are living together, you must list both parents below and provide information about both of them, regardless of their gender.** Be sure to include:

- You, the student, on the first line below.
- Your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were 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) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Also, please be sure to include in the space below information about any household member, excluding parents, who is, or 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 and include the name of the college. *If more space is needed, attach a separate sheet of paper with your name and UTEP ID number in the upper right-hand corner. The OSFA may need more documentation if the information listed below appears inaccurate.*

| First and last name of family member | Relationship to student | Age | Name of <b>COLLEGE</b> the person will attend <b>at least half-time</b> between 07/01/16-06/30/17: |
|--------------------------------------|-------------------------|-----|----------------------------------------------------------------------------------------------------|
| 1.                                   | Self                    |     | University of Texas at El Paso                                                                     |
| 2.                                   |                         |     |                                                                                                    |
| 3.                                   |                         |     |                                                                                                    |
| 4.                                   |                         |     |                                                                                                    |
| 5.                                   |                         |     |                                                                                                    |

**C. Student’s Income Information to Be Verified-** Submit all income information in U.S. currency.

• **TAX RETURN FILERS**

Important: If you will file, an extension, an amended or foreign 2015 IRS tax return, please refer to the Tax Return Information Sheet for Individuals with Unusual Circumstances, which can be downloaded from the OSFA’s website, before completing this section.

**Instructions:** Complete this section if you, 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 that is part of the online FAFSA. If you have not already used the tool, go to [fafsa.gov](http://fafsa.gov), log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. 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. **In most cases, for electronic IRS tax return filers, it takes two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool, and eight to eleven weeks for paper IRS tax return filers.** If you need more information about when or how to use the IRS Data Retrieval Tool contact 1-800-4FED-AID.*

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in the FAFSA to transfer my 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- I, the student, have not yet used the IRS Data Retrieval Tool in the FAFSA, but I will use the tool to transfer my 2015 IRS income information into my FAFSA once I have filed a 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The OSFA cannot complete the verification process until the IRS information has been transferred into your FAFSA.*
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in the FAFSA and I will submit to the OSFA 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](http://www.irs.gov), under "Tools", click on the “Get a Tax 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 (this should be the address you used when the 2015 IRS tax return was filed).*
- Check here if a 2015 IRS tax return transcript is attached to this worksheet.
- Check here if a 2015 IRS tax return transcript will be submitted to the OSFA later. Your financial aid file cannot be completed until the IRS tax return transcript has been submitted to the OSFA.

• **TAX RETURN NONFILERS ONLY**

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 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). *List every employer, even if they did not issue an IRS W-2 form. If more space is needed, attach a separate sheet of paper with your name and UTEP ID number in the upper right-hand corner.*
- The student was not employed and had no income earned from work in 2015. Please explain how you paid for your everyday living expenses such as food, rent and clothing and explain special circumstances concerning your financial situation in the lines below:

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| Source of Income/Support/Employer’s Name | 2015 Amount Earned | IRS W-2 Attached? Yes/No |
|------------------------------------------|--------------------|--------------------------|
|                                          |                    |                          |
|                                          |                    |                          |
|                                          |                    |                          |
|                                          |                    |                          |
| <b>Total Amount of Income Earned:</b>    |                    |                          |

Note: The OSFA may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

**D. Parent’s Income Information to Be Verified-** Submit all income information in U.S. currency.

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

• **TAX RETURN FILERS**

**Important:** If the parent(s) filed, or will file, an extension, an amended or foreign 2015 IRS tax return, please refer to the Tax Information Sheet for Individuals with Unusual Circumstances, which can be downloaded from the OSFA’s website, before completing this section.

**Instructions:** Complete this section if the student’s parent(s) 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 that is part of the online FAFSA. 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. In most cases, for electronic IRS tax return filer, it takes two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool, and eight to eleven weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool, contact 1-800-4FED-AID.*

**Check the box that applies:**

- The student’s parent has used the IRS Data Retrieval Tool in the FAFSA to transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student’s parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into the student’s FAFSA once the parent’s IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The OSFA cannot complete verification until the parent has transferred IRS information into the student’s FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool and the parent will submit to the OSFA 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 under “Tools”, 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.” The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (this should be the address you used when the 2015 IRS tax return was filed). **If separate tax returns were filed, a 2015 IRS tax return transcript must be submitted for each parent listed on page one of this form.***
  - Check here if a 2015 IRS tax return transcript(s) is attached to this worksheet.
  - Check here if 2015 IRS tax return transcript(s) will be submitted to the OSFA later. The student’s file cannot be completed until the IRS tax return transcript(s) has been submitted to the OSFA.

• **TAX RETURN NONFILERS ONLY**

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 student’s parent(s) 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). List every employer, even if they did not issue an IRS W-2 form. If more space is needed, attach a separate sheet of paper with your name and UTEP ID number in the upper right-hand corner.
- The student’s parent(s) were not employed and had no income earned from work in 2015. Please explain how you paid for your everyday living expenses such as food, rent and clothing and explain special circumstances concerning your financial situation in the lines below:

\_\_\_\_\_

\_\_\_\_\_

| Employer’s Name                                 | 2015 Amount Earned | For Which Parent? | IRS W-2 Attached?<br>Yes/No |
|-------------------------------------------------|--------------------|-------------------|-----------------------------|
|                                                 |                    |                   |                             |
|                                                 |                    |                   |                             |
|                                                 |                    |                   |                             |
| <b>Total Amount of Income Earned from Work:</b> |                    |                   |                             |

Note: The OSFA may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

Student Name: \_\_\_\_\_

ID# \_\_\_\_\_

**E. Student's Other Information to Be Verified**

**-SNAP Certification**

Did someone in the student's household (listed in Section B) receive benefits from the **Supplemental Nutrition Assistance Program (SNAP)** [formerly known as food stamps] any time during the 2014 or 2015 calendar years? [SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).]

- No.** SNAP was not received by student or (parent(s)).
- Yes.** SNAP was received by student or (parent(s)). Complete information below.

\$ \_\_\_\_\_                      \$ \_\_\_\_\_

2014                                              2015

*\*If OSFA has reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, additional documentation will need to be requested from the agency that issued the SNAP benefits in 2014 and/or 2015.*

**-Child Support Paid Certification**

Did I, and/or at least one of the parents, who is listed in Section B of this worksheet, **pay** child support in 2015?

- No.** Child support was not paid by student or parent(s).
- Yes.** Child support was paid by student or parent(s). Complete chart below.

| Name of Person Who Paid Child Support | Name of Person to Whom Child Support was Paid | Name of Child for Whom Support Was Paid | Age of Child | Amount of Child Support Paid in 2015 |
|---------------------------------------|-----------------------------------------------|-----------------------------------------|--------------|--------------------------------------|
| <i>EXAMPLE: Joe Jones</i>             | <i>Jane Doe</i>                               | <i>Jake Jones</i>                       | <i>15</i>    | <i>\$6,000</i>                       |
|                                       |                                               |                                         |              |                                      |
|                                       |                                               |                                         |              |                                      |
|                                       |                                               |                                         |              |                                      |

*\*If asked by the OSFA, you may need to provide additional documentation of the payment of child support. If you need more space, attach a separate sheet of paper that includes your name and UTEP ID number in the upper right-hand corner.*

**F. High School Completion Status**

You must provide one of the following documents to verify your high school completion and submit it along with this worksheet.

**Check the box of the document you will attach to this worksheet:**

- A copy of the student's high school diploma or final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by the student after the student passed a State-authorized examination (GED test or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- Academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- If state law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If state law does not require a homeschooled student to obtain secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.



Student Name: \_\_\_\_\_

ID# \_\_\_\_\_

**H. Certification and Signatures**

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

I certify that all of the information reported on this form is complete and correct.

**The student and parent(s) must sign and date this worksheet.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Submit this worksheet to the OSFA.*

*Please make a copy of this worksheet for your records*