



Office of Student Financial Aid

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V5 DEPENDENT VERIFICATION WORKSHEET 2017-2018

Your 2017–2018 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 and Parent(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, 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, 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, 2018.

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, 2017 and June 30, 2018 and include the name of the college. *If more space is needed, attach a separate sheet of paper with the student’s 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 COLLEGE the person will attend at least half-time between 07/01/17 - 06/30/18:
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 filed, or 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 a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of the online FAFSA. However, at the present time, the IRS DRT is unavailable. If you have not yet used the IRS DRT, check the second box below and follow the instructions on how to obtain a paper Tax Return Transcript. If you have not already used the tool, go to 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 already 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, 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, under "Tools", click on the "Get a Tax Transcript" 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.

• **TAX RETURN NONFILERS ONLY**

Complete this section if you, the student, will not file and are not required to file a 2015 income tax return with the IRS. Provide documentation from the IRS or other relevant tax authority dated on or after **October 1, 2016** that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

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. 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 on the lines below:

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

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 you, the student, filed a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of the online FAFSA. However, at the present time, the IRS DRT is unavailable. If you have not yet used the IRS DRT, check the second box below and follow the instructions on how to obtain a paper Tax Return Transcript. If you have not already used the tool, go to 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:

- The student’s have already 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 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 a 2015 IRS tax return transcript, go to www.irs.gov and under “Tools”, click on the “Get Transcript” 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 will 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.*

• **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. Provide documentation from the IRS or other relevant tax authority dated on or after **October 1, 2016** that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

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 on the lines below:

Source of Income/ Support/ Employer’s Name	2015 Amount Earned	For Which Parent?	IRS W – 2 Attached? Yes/ No
Total Amount of Income Earned:			

E. 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.

G. 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 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.***