



Office of Student Financial Aid

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V5 INDEPENDENT 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 spouse, if married) 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 spouse, if married) 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 household below. Be sure to include:

- You, the student, on the first line below.
- Your spouse, if you are married. (*In accordance with the Defense of Marriage Act (DOMA), same sex couples must report their marital status as married if they were legally married in a state or other jurisdiction (foreign country) that permits same-sex marriage, without regard to where the couple resides.*)
- Your children and your spouse's children (if any), if you and/or your spouse will provide more than half of their support from July 1, 2016 through June 30, 2017, even if the children do not live with you.
- Other people if they now live with you and/or your spouse and you 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 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 COLLEGE the person will attend at least half-time 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 (or your spouse, if married) 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. If you and your spouse filed separately, please notify OSFA in order to finalize your FAFSA.

Instructions: Complete this section if you, the student (and spouse, if married), 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, 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 (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.
- I, the student, have not yet used the IRS Data Retrieval Tool in the FAFSA, 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 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, 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). **If you are married and you and your spouse filed separate 2015 tax returns, a 2015 tax return transcript must be submitted for both student and spouse.***
- 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 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/or the student’s spouse, if married) 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 (and, if married, the student’s spouse) 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
Student:		
Spouse:		
Total Amount of Income Earned:		

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# _____

D. 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/spouse.
- Yes.** SNAP was received by student/spouse. 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 if married, my spouse, who is listed in Section B of this worksheet, **pay** child support in 2015?

- No.** Child support was not paid by student/spouse.
- Yes.** Child support was paid by student/spouse. 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.*

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.

Student Name: _____

ID# _____

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 must sign and date this worksheet. *If married, the student's spouse's signature is required.*

Student's Signature

Date

Spouse's Signature

Date

Submit this worksheet to the OSFA.

Please make a copy of this worksheet for your records.