APPENDIX A
2016-2017 Suggested Verification Text

Verification of 2015 Income Information for Student Tax Filers

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

Instructions: Complete this section if the student and spouse filed or will file a 2015 IRS income tax return(s). *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.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.

☐ The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.

☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**.

A **2015 IRS Tax Return Transcript** may be obtained through:

- Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and ***NOT*** the "IRS Tax Account Transcript."
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s)** must be provided for each.

____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.
____ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

APPENDIX A
2016-2017 Suggested Verification Text

Verification of 2015 Income Information for Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

Instructions: Complete this section if the parents filed or will file a 2015 IRS income tax return(s). *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*. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.

☐ The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.

☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**.

A **2015 IRS Tax Return Transcript** may be obtained through:

- Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click ""Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and ***NOT*** the "IRS Tax Account Transcript."
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s)** must be provided for each.

____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.
____ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

APPENDIX A
2016-2017 Suggested Verification Text
Verification of 2015 Income Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, ''Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,'' that was filed with the IRS for tax year 2015;

- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; ***and***

- A copy of IRS Form W–2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A **2015 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; ***and***

- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; ***and***

- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

An individual who filed or will file a 2015 income tax return with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government must provide:

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer's income and tax information required to be verified for tax year 2015; **or**

- If a transcript can not be obtained at no cost from the relevant taxing authority, a signed copy of the 2015 income tax return(s).

APPENDIX A
2016-2017 Suggested Verification Text

Verification of 2015 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and 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 spouse were not employed and had no income earned from work in 2015.

☐ The student and/or spouse were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
(Example) ABC's Auto Body Shop	*Yes*	*$4,500.00*
Total Amount of Income Earned From Work		$

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

APPENDIX A
2016-2017 Suggested Verification Text

Verification of 2015 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

☐ Neither parent was employed, and neither had income earned from work in 2015.

☐ One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
(Example) ABC's Auto Body Shop	*Yes*	*$4,500.00*
Total Amount of Income Earned From Work		$

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

APPENDIX A
2016-2017 Suggested Verification Text

Verification of Other Untaxed Income for 2015

If any item does not apply, enter “N/A” for Not Applicable where a response is requested, or enter 0 (zero) in an area where an amount is requested.

If the student was required to provide parental information on the FAFSA, answer each question below as it applies to the student and the student’s parent(s) whose information is on the FAFSA.

If the student was not required to provide parental information on the FAFSA, answer each question below as it applies to the student (and the student’s spouse, if married).

2015 IRS W-2 forms: Provide copies of all 2015 IRS W-2 forms issued by the employers to the dependent student and the student’s parents or to the independent student and spouse, if the student is married.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2015, multiply that amount by the number of months in 2015 you paid or received that amount. If you did not pay or receive the same amount each month in 2015, add together the amounts you paid or received each month during 2015.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

A. Payments to tax-deferred pension and retirement savings

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Annual Amount Paid in 2015
Total Payments to Tax-deferred Pension and Retirement Savings	$

B. Child support received

List the actual amount of any child support received in 2015 for the children in your household.

Do not include foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Annual Amount of Child Support Received in 2015
Total Amount of Child Support Received		$

C. Housing, food, and other living allowances paid to members of the military, clergy, and others

Include cash payments and/or the cash value of benefits received.

Do not include the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Annual Amount of Benefits Received in 2015
Total Amount of Benefits Received		$

D. Veterans non-education benefits

List the total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.

Do not include federal veterans educational benefits such as: Post-9/11 GI Bill, Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits

Name of Recipient	Type of Veterans Non-education Benefit	Annual Amount of Benefits Received in 2015
	Total Amount of Benefits Received	$

E. Other untaxed income

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability benefits, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

Do not include any items reported or excluded in A – D above. In addition, do not include extended foster care benefits, student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Innovation and Opportunity Act (WIOA) educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Annual Amount of Other Untaxed Income Received in 2015
	Total Amount of Other Untaxed Income	$

APPENDIX A
2016-2017 Suggested Verification Text

Verification of Other Untaxed Income for 2015

F. Money received or paid on the student's behalf

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2015. Include support from a parent whose information was not reported on the student's 2016–2017 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student's parent whose information is reported on the student's 2016–2017 FAFSA**. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

Purpose: e.g., Cash, Rent, Books	Source	Annual Amount Received in 2015
	Total Amount Received	$

APPENDIX A
2016-2017 Suggested Verification Text

Verification of Other Untaxed Income for 2015

Additional information:

Provide information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and includes such things as federal veterans' education benefits, military housing, SNAP, TANF, etc.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Name of Recipient	Type of Financial Support	Annual Amount of Financial Support Received in 2015
Total Amount of Financial Support Received		$

Comments:

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APPENDIX A
2016-2017 Suggested Verification Text

Number of Household Members and Number in College
(Independent Student)

Number of Household Members: List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2016, through June 30, 2017, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2017.

Number in College: Include in the space below information about any household member 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, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

APPENDIX A
2016-2017 Suggested Verification Text

Number of Household Members and Number in College (Dependent Student)

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's 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 a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2017.

Number in College: Include in the space below information about any household member 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, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

APPENDIX A
2016-2017 Suggested Verification Text

Receipt of SNAP Benefits (Independent Student)

The student certifies that ____, a member of the student's household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 2015. 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).

The <u>student's household</u> includes:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the child's support from July 1, 2016, through June 30, 2017, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2017.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2014 or 2015.

APPENDIX A
2016-2017 Suggested Verification Text

Receipt of SNAP Benefits
(Dependent Student)

The parents certify that ____, a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 2015. 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).

The parents' household includes:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the child's 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 a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2017.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2014 or 2015.

APPENDIX A
2016-2017 Suggested Verification Text

Child Support Paid
(Independent Student)

If the student and/or spouse, who is a member of the student's household, paid child support in 2015, provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

If more space is needed, provide a separate page that includes the student's name and ID number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Age of Child for Whom Support Was Paid	Annual Amount of Child Support Paid in 2015
		Total Amount of Child Support Paid	$

Note: If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or

- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

APPENDIX A
2016-2017 Suggested Verification Text

Child Support Paid
(Dependent Student)

If one or both of the parents included in the household and/or the student paid child support in 2015, provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

If more space is needed, provide a separate page that includes the student's name and ID number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Age of Child for Whom Support Was Paid	Annual Amount of Child Support Paid in 2015
		Total Amount of Child Support Paid	$

Note: If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or

- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

APPENDIX A
2016-2017 Suggested Verification Text

High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2016–2017:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An 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 a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (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.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

APPENDIX A
2016-2017 Required Verification Text
(Note: Institutions must use the exact language in the Statement of Educational Purpose as provided below)

Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at ____ to
(Name of Postsecondary Educational Institution)

verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at _______________________________________
(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide to the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I ______________________________________ am the individual signing
(Print Student's Name)

this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending ____ for 2016-2017.
(Name of Postsecondary Educational Institution)

_______________________________________ _______________
(Student's Signature) (Date)

____
(Student's ID Number)

APÉNDICE A

Texto de verificación requerida para 2016-2017
(Nota: Las instituciones deben utilizar el lenguaje exacto en la Declaración de Propósito Educativo que se presenta a continuación)

Verificación de Identidad y Declaración de Propósito Educativo
(Para ser firmadas en la institución)

El estudiante debe comparecer en persona en ___________________________________ para
(Nombre de la institución educativa postsecundaria)

verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

Verificación de Identidad y Declaración de Propósito Educativo
(Para ser firmadas en presencia de un notario)

Si el estudiante no es capaz de comparecer en persona en ______________________________
(Nombre de la institución educativa postsecundaria)
para verificar su identidad, el mismo debe proporcionar a la institución:

(a) una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y

(b) la Declaración de Propósito Educativo original proporcionada a continuación debe ser notarizada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notarizado.

Declaración de Propósito Educativo

Certifico que yo, __________________________, soy el individuo que firma esta
[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a ____________________________________ para 2016–2017.
[Imprimir nombre de institución educativa postsecundaria]

____ ________________
[Firma del estudiante] [Fecha]

____
[Número de identificación del estudiante]

APPENDIX A
2016-2017 Suggested Verification Text

Sample of a Notary's Certificate of Acknowledgement

Notary's certification may vary by State

State of ____

City/County of ____

On______________________, before me, ____,
(Date) (Notary's name)

personally appeared, ____, and proved to me
(Printed name of signer)

on the basis of satisfactory evidence of identification __________________________________
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(seal) ____
(Notary signature)

My commission expires on __________________________
(Date)

APPENDIX A
2016-2017 Suggested Verification Text

Certification and Signature
(Independent Student)

Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Print Student's Name	Student's ID Number
Student's Signature (Required)	Date
Spouse's Signature (Optional)	Date

APPENDIX A
2016-2017 Suggested Verification Text

Certifications and Signatures
(Dependent Student)

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

______________________________	______________________
Print Student's Name	Student's ID Number
______________________________	______________________
Student's Signature	Date
______________________________	______________________
Parent's Signature	Date

APPENDIX B

Table of 2016–2017 Verification Items

General Notes:

- The Department developed this table for use with the 2016–2017 Suggested Verification Text provided as APPENDIX A to the Electronic Announcement dated November 18, 2015.
- Read the information below in conjunction with the 2016–2017 verification information provided in the June 26, 2015 Federal Register notice[1] and in DCL GEN-15-11[2].
- Use by an institution of the suggested text for a particular verification item fulfills the regulatory verification requirements; however institutions are not required to use the suggested text. Instead, institutions may, except for the Statement of Educational Purpose, develop and use their own text, forms, documents, statements, and certifications that are specific to the items required to be verified for a particular student or for a group of students.
- Institutions may have difficulty matching a parent's IRS tax account information with the student because the last names may be different. Therefore we recommend that institutions advise students to write the student's name on their parent's tax information prior to submitting it to the institution.

Tracking Group	Text Item	Notes
Income Information for Tax Return Filers		
V1, V5, and V6	Verification of 2015 IRS Income Tax Return Information for Student Tax Filers	The suggested text, including information about how the use of the FAFSA/IRS Data Retrieval Tool (IRS DRT), satisfies this verification requirement.
V1, V5, and V6	Verification of 2015 IRS Income Tax Return Information for Parent Tax Filers	The suggested text, including information about how the use of the FAFSA/IRS Data Retrieval Tool (IRS DRT), satisfies this verification requirement.

[1] http://ifap.ed.gov/fregisters/attachments/FR062615FAFSA20162017BeVerified.pdf
[2] http://ifap.ed.gov/dpcletters/GEN1511.html

Table of 2016–2017 Verification Items

V6	Verification of Other Untaxed Income	We present suggested text for the six other untaxed income items on the FAFSA, plus text to collect other income that may be available to the family. A student placed in Verification Tracking Group V6 must provide a copy of IRS Form W-2 for the student, spouse and parents whose information is reported on the FAFSA for each source of employment income received for tax year 2015. The IRS Form W-2 is used to verify whether there was other untaxed income that was not transferred using the IRS Data Retrieval Tool or that did not appear on an IRS Tax Return Transcript that should have been reported on the FAFSA or if it was reported correctly. If a W-2 or an equivalent document (i.e.1099) was not issued, the tax filer should provide a signed statement. The signed statement should— • Certify that the tax filer was not issued a W-2 or an equivalent document; and • List the sources and amounts of the other untaxed income as provided under section 480(b) of the HEA; or • Indicate that the tax filer did not have any other untaxed income as provided under section 480(b) of the HEA.
V1, V5, and V6	Verification of 2015 IRS Income Tax Return Information for Individuals with Unusual Circumstances	We present suggested text for four separate circumstances on one page that may be helpful to your students.
Income Information for NonTax Filers		
V1, V5, and V6	Verification of 2015 Income Information for Student Nontax Filers	If the student was employed in one of the U.S. territories or in a foreign country, applicable wage and tax statements should be collected.

APPENDIX B

Table of 2016–2017 Verification Items

V1, V5, and V6	Verification of 2015 Income Information for Parent Nontax Filers	If the parent was employed in one of the U.S. territory, commonwealth, or with a foreign central government, applicable wage and tax statements should be collected.
V6	Verification of Other Untaxed Income	We present suggested text for the six other untaxed income items on the FAFSA plus text to collect other income that may be available to the family. A student placed in Verification Tracking Group V6 must provide a copy of IRS Form W-2 for the student, spouse and parents whose information is reported on the FAFSA for each source of employment income received for tax year 2015. The IRS Form W-2 is used to verify whether there was other untaxed income that was not transferred using the IRS Data Retrieval Tool or that did not appear on an IRS Tax Return Transcript that should have been reported on the FAFSA or if it was reported correctly. If a W-2 or an equivalent document (i.e.1099) was not issued, the tax filer should provide a signed statement. The signed statement should— • Certify that the tax filer was not issued a W-2 or an equivalent document; and • List the sources and amounts of the other untaxed income as provided under section 480(b) of the HEA; or • Indicate that the tax filer did not have any other untaxed income as provided under section 480(b) of the HEA.
Household Members and Number in College		
V1, V5, and V6	Number of Household Members and Number in College (Independent Student)	Verification of number of household members is not required if the household size included on the ISIR is “1” and the student is single, separated, divorced, or widowed; or the household size is “2” and the student is married. Verification of the number of household members in college is not required if the number of household members enrolled at least half time in eligible

APPENDIX B

Table of 2016–2017 Verification Items

		postsecondary institutions is "1".
V1, V5, and V6	Number of Household Members and Number in College (Dependent Student)	Verification of number of household members is not required if the household size included on the ISIR is "2" and the student's parent is single, separated, divorced, or widowed; or the household size is "3" and the student's parents are married. Verification of the number of household members in college is not required if the number of household members enrolled at least half time in eligible postsecondary institutions is "1".
SNAP and Child Support Paid		
V1, V4, V5, and V6	Receipt of SNAP Benefits (Independent Student)	Verification of the receipt of SNAP benefits is only required if SNAP benefits were indicated on the student's ISIR.
V1, V4, V5, and V6	Receipt of SNAP Benefits (Dependent Student)	Verification of the receipt of SNAP benefits is only required if SNAP benefits were indicated on the student's ISIR.
V1, V4, V5, and V6	Child Support Paid (Independent Student)	Verification of child support paid is only required if child support paid was indicated on the student's ISIR.
V1, V4, V5, and V6	Child Support Paid (Dependent Student)	Verification of child support paid is only required if child support paid was indicated on the student's ISIR.
High School Completion, Identity, and Statement of Educational Purpose		
V4 and V5	High School Completion Status	The institution has verified high school completion status if the institution's admissions office obtained and retains, for the Title IV required record retention period, copies of the student's high school diploma or high school transcript. However, the institution must ensure that the documentation is official and indicates that the student was awarded a high school diploma.

APPENDIX B

Table of 2016–2017 Verification Items

V4 and V5	Identity and Statement of Educational Purpose (To Be Signed at Institution)	This text is intended only for students who are required to identify themselves and sign a Statement of Educational Purpose in the presence of an institutionally designated official. The institutional official to whom the student presents his or her government-issued identification must make a copy of that identification, sign and date the copy, and ensure that it is maintained at the institution for the required Title IV record retention period. The text for the Statement of Educational Purpose may **NOT** be modified.
V4 and V5	Identity and Statement of Educational Purpose (To Be Signed With Notary)	The text for the Statement of Educational Purpose may **NOT** be modified and is intended only for students who cannot execute their Statement of Educational Purpose at the institution and instead must execute it in the presence of a notary public. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.
Certifications and Signatures		
All Verification Tracking Groups	Certification and Signature (Independent Student)	Normally, only one certification/signature is required on the institutional verification document, except that a separate signature is required by the student for execution of the Statement of Educational Purpose. However, a signature is required on any subsequent verification information submitted to the institution. A separate certification is not required for a 2015 **IRS Tax Return Transcript**, which does not require a signature or, where allowed, for a signed copy of an actual 2015 IRS income tax return.
All Verification Tracking Groups	Certifications and Signatures (Dependent Student)	Normally, only one certification/signature is required on the institutional verification document, except that a separate signature is required by the student for

Table of 2016–2017 Verification Items

		execution of the Statement of Educational Purpose. However, a signature is required on any subsequent verification information submitted to the institution. A separate certification is not required for a 2015 **IRS Tax Return Transcript,** which does not require a signature or, where allowed, for a signed copy of an actual 2015 IRS income tax return.

APPENDIX C

2016–2017 Verification Tracking Groups
FAFSA Information Required to be Verified

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	Tax Filers • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of Individual Retirement Account (IRA) Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits Nontax Filers • Income Earned from Work Tax Filers and Nontax Filers • Number of Household Members • Number in College • SNAP, if indicated on the ISIR • Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	• High School Completion Status • Identity/Statement of Educational Purpose • SNAP, if indicated on the ISIR • Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR
V5	Aggregate Verification Group	Tax Filers • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of IRA Distributions • Untaxed Portions of Pensions

		• IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits Nontax Filers • Income earned from work Tax Filers and Nontax Filers • Number of Household Members • Number in College • SNAP, if indicated on the ISIR • Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR • High School Completion Status • Identity/Statement of Educational Purpose

V6	Household Resources Verification Group	Tax Filers
		• Adjusted Gross Income
		• U.S. Income Tax Paid
		• Untaxed Portions of IRA Distributions
		• Untaxed Portions of Pensions
		• IRA Deductions and Payments
		• Tax Exempt Interest Income
		• Education Tax Credits
		
		Nontax Filers
		• Income Earned from Work
		
		Tax Filers and Nontax Filers
		• Other Untaxed Income on the 2016–2017 FAFSA–
		  o Payments to tax-deferred pension and savings (Questions 45a and 94a)
		  o Child support received (Questions 45c and 94c)
		  o Housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g)

		○ Veterans noneducation benefits (Questions 45h and 94h) ○ Other untaxed income (Questions 45i and 94i) ○ Money received or paid on the applicant's behalf (Question 45j) • Number of Household Members • Number in College • SNAP, if indicated on the ISIR • Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR

APPENDIX D

2016-2017 FAFSA Verification Timeline Availability of 2015 IRS Tax Information for the FAFSA on the Web's IRS Data Retrieval Tool (IRS-DRT) and for Requesting IRS Tax Return Transcripts		
When a tax return filer —	**If tax return filed electronically**	**If tax return filed by paper**
Has no amount owed to the IRS or has an expected refund at the time the tax return was submitted to the IRS	• Generally tax returns are accepted by the IRS within a day or two of the return having been electronically filed with the IRS. • In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the return has been accepted by the IRS.	• Generally tax returns are accepted by the IRS when the tax return is received by the IRS. • In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 6-8 weeks after the tax return has been accepted by the IRS.
Has an amount owed to the IRS and makes a full payment on that amount at the time the tax return was submitted to the IRS	• Generally tax returns are accepted by the IRS within a day or two of the return having been electronically filed with the IRS. • In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the return has been accepted by the IRS.	• IRS will process the tax return in June. • In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the tax return has been processed by the IRS.
Has an amount owed and subsequent to submitting the tax return to the IRS, pays the full amount due	• Generally tax returns are accepted by the IRS within a day or two of the return having been electronically filed with the IRS. • In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 3-4 weeks after the full payment is made.	• IRS will process the tax return in June. • In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the tax return has been processed by the IRS.

APPENDIX D

<table>
<tr>
<td>At the time the tax return was submitted to the IRS, has an amount owed and has not paid in full.</td>
<td>IRS will process the return in May.
In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the return has been processed in May.</td>
<td>IRS will process the tax return in June.
In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the tax return has been processed by the IRS.</td>
</tr>
<tr>
<td colspan="3">Tax filers can expect to receive a requested IRS transcript:
If requested online using GetTranscript By Mail— 5-10 calendar days after request is submitted
If requested by phone— 5-10 calendar days after request is submitted
If requested by paper (IRS Form 4506-T or IRS Form 4506T-EZ)— 10 business days from the time the IRS receives and processes the signed request</td>
</tr>
</table>

APPENDIX E
IRS Tax Return Transcript and IRS Record of Account Request Process

Tax filers can request from the Internal Revenue Service (IRS) an IRS Tax Return Transcript of their 2014 IRS tax return information, free of charge, in one of six ways. An IRS Record of Account can only be requested using Get Transcript ONLINE or by submitting an IRS Form 4506-T, Request for Transcript of Tax Return.

Under all methods, when requesting a transcript, tax filers need to provide their Social Security Number (SSN), date of birth, their street address, and ZIP Code as is currently on file with the IRS. Generally, this is the address included on the latest tax return filed with the IRS. However, if an address change was made either with the IRS or with the U.S. Postal Service, the IRS may have the updated address on file. If this is the case use the updated address.

Joint Tax Return - When requesting a transcript using one of the four electronic processes described below, use the primary tax filer's information (e.g., SSN). When requesting a transcript using one of the two paper processes described below, either spouse may submit the request and only one signature is required.

Online Request - Get Transcript ONLINE

- Available on the IRS Web site at www.irs.gov.
- Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records"
- Click "Get Transcript ONLINE."
- Acknowledge the disclosure pop up box that appears by clicking "OK."
- The tax filer must sign up to create or reactivate his or her account.
- Follow the prompts to request a transcript.

Online Request - Get Transcript by MAIL

- Available on the IRS Web site at www.irs.gov.
- Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records"
- Click "Get Transcript by MAIL."
- Acknowledge the disclosure pop up box that appears by clicking "OK."

- Complete the required fields (SSN, DOB etc.) then click “Continue.”
- In the **Type of Transcript** field, select “Return Transcript” and, in the **Tax Year** field, select “2014.”
- Click “Continue.”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 business days from the time the online request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

IRS2Go App

- Apple Online Store at https://itunes.apple.com/us/app/irs2go/id414113282?mt=8
- Google Play at https://play.google.com/store/apps/details?id=gov.irs

Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- To continue in English press 1.
- Tax filers must follow prompts to enter their Social Security number and the numbers in their street address
- Select “**Option 2”** to request an IRS Tax Return Transcript and then enter “**2014.**”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be mailed to an address other than the address on file with the IRS.

APPENDIX E

IRS Tax Return Transcript and IRS Record of Account Request Process

Paper Request Form – IRS Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript

- Download a PDF for the 4506T-EZ at http://www.irs.gov/pub/irs-pdf/f4506tez.pdf

- Complete lines 1 – 4, following the instructions on page 2 of the form.

- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the IRS Tax Return Transcript from the IRS. Third parties should provide specific address information including a room #, ATTN lines, names, etc. so that the transcript is delivered to the appropriate person/office. The IRS will send the transcript only to the address listed on Line 5. The IRS will not mail a copy of the transcript to the tax filer, nor will the tax filer receive notification that the transcript was sent to the designated third party.

- On line 6, enter “2014” to receive tax information for the 2014 tax year that is required for 2015-2016 FAFSA® verification.

- The tax filer must sign and date the form and enter their telephone number. Sign the IRS Form 4506T-EZ exactly as your name appeared on the original tax return. If you changed your name prior to submitting your tax return, also sign your current name.

- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of IRS Form 4506T-EZ.

- Tax filers can expect to receive their IRS Tax Return Transcript within 10 business days from the time the IRS receives and processes their signed request. However, if a third party is identified on line 5, the third party can expect to receive the tax filer’s IRS Tax Return Transcript within 10 business days from the time the IRS receives and processes the signed request.

- NOTE: If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

APPENDIX E

IRS Tax Return Transcript and IRS Record of Account Request Process

Paper Request Form – IRS Form 4506-T, Request for Transcript of Tax Return

- Download a PDF for the 4506-T at http://www.irs.gov/pub/irs-pdf/f4506t.pdf.

- Complete lines 1 – 4, following the instructions on page 2 of the form.

- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript or IRS Record of Account mailed directly to a third party by the IRS. Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the IRS Tax Return Transcript or IRS Record of Account from the IRS. Third parties should provide specific address information including a room #, ATTN lines, names, etc. so that the transcript is delivered to the appropriate person/office. The IRS will send the transcript only to the address listed on Line 5. The IRS will not mail a copy of the transcript to the tax filer, nor will the tax filer receive notification that the transcript was sent to the designated third party.

- On line 6, enter the tax form number that is being requested (1040, 1040A, 1040EZ, etc.) and then check the appropriate box for the transcript being requested. Only one tax form number can be used per request.

- On line 9, enter "12/31/2014" to receive IRS tax information for the 2014 tax year that is required for 2015-2016 FAFSA® verification.

- The tax filer must sign and date the form and enter their telephone number. Sign the IRS Form 4506-T exactly as your name appeared on the original tax return. If you changed your name after submitting your tax return, also sign your current name.

- Mail or fax the completed IRS Form 4506-T to the appropriate address (or FAX number) provided on page 2 of IRS Form 4506-T.

- Tax filers can expect to receive their IRS Tax Return Transcript or IRS Record of Account within 10 business days from the time the IRS receives and processes the completed and signed 4506-T request. However, if a third party is identified on line 5, the third party can expect to receive the tax filer's IRS Tax Return Transcript within 10 business days from the time the IRS receives and processes the signed request.

APPENDIX E

IRS Tax Return Transcript and IRS Record of Account Request Process

- NOTE: If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

APPENDIX F

<table>
<tr><th colspan="3">2015-2016 FAFSA Verification
Timeline Availability of 2014 IRS Tax Information for the FAFSA on the Web's IRS Data Retrieval Tool (IRS-DRT) and for Requesting IRS Tax Return Transcripts</th></tr>
<tr><th>When a tax return filer —</th><th>If Tax Return Filed Electronically</th><th>If Tax Return Filed by Paper</th></tr>
<tr><td>Has no amount owed to the IRS or has an expected refund at the time their tax return was submitted to the IRS</td><td>• Generally tax returns are accepted by the IRS within a day or two of the return having been electronically filed with the IRS.
• In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the return has been accepted by the IRS.</td><td>• Generally tax returns are accepted by the IRS when the tax return is received by the IRS.
• In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 8-11 weeks after the tax return has been accepted by the IRS.</td></tr>
<tr><td>Has an amount owed to the IRS and makes a full payment on that amount at the time their tax return was submitted to the IRS</td><td>• Generally tax returns are accepted by the IRS within a day or two of the return having been electronically filed with the IRS.
• In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the return has been accepted by the IRS.</td><td>• IRS will process the tax return in June.
• In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the tax return has been processed by the IRS.</td></tr>
<tr><td>Has an amount owed and subsequent to submitting their tax return to the IRS, pays the full amount due</td><td>• Generally tax returns are accepted by the IRS within a day or two of the return having been electronically filed with the IRS.
• In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 3-4 weeks after the full payment is made.</td><td>• IRS will process the tax return in June.
• In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the tax return has been processed by the IRS.</td></tr>
</table>

APPENDIX F

<table>
<tr>
<td>At the time their tax return was submitted to the IRS, has an amount owed and has not paid in full.</td>
<td>Generally tax returns are accepted by the IRS within a day or two of the return having been electronically filed with the IRS. However, IRS will not process the return until May.
In most cases, IRS DRT is available and an IRS Tax Return Transcript may be requested within 2-3 weeks after the return has been processed in May.</td>
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