



Instructions

Your FAFSA was selected by the U.S. Department of Education for a review process called "Verification". Verification must be completed before your financial aid can be finalized and before any federal aid may be credited to your student account. If there are differences between your FAFSA and this information, we will update your FAFSA, recalculate your aid eligibility, and process a revised financial aid package. Please complete all sections of this worksheet, attach requested documentation, and sign and return the form to the Student Financial Aid Office. Additional documentation may be required if we have reason to believe the information received is not accurate. Verification cannot be completed until all requested documents are received and reviewed.

The verification process requires that you either use the IRS Data Retrieval Tool on the FAFSA or submit a copy of your IRS Tax Return Transcript.

- To use the IRS Data Retrieval Tool, log into your FAFSA online at www.fafsa.ed.gov. Select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool see your Financial Aid Administrator.
- If you are unable to use the IRS data retrieval tool, you may call the IRS at 1-800-908-9946 and request a copy of your IRS Tax Return Transcript be mailed to you. The IRS Tax Return Transcripts ordered by phone can only be mailed to the address that was used on your original tax return.

A.) Student Information

Student Name: _____ Vol State ID Number: _____

SSN: _____ Date of Birth: _____

Permanent Address: _____

City/State/Zip: _____ Phone: _____

B.) Household Information

On the lines below you will need to list the names, ages, and relationship to the student for all persons in your parent's household. This includes:

- Yourself, even if you do not live with your parents
- Your parents (including stepparent)
- Your parent's other dependent children and/or other people in the home, if your parents provide more than half of their support and will provide more than half of their support

from July 1, 2018 through June 30, 2019 or if they would be required to give parental information if they were applying for Federal Student Aid.

If any of these household members will be enrolled in college at least half time in a degree, diploma, or certificate program any time between July 1, 2018 and June 30, 2019 please include the name of the college. You may use a separate page if more space is needed, just be sure that the students name and ID number are at the top.

	Full Name	Age	Relationship	College Name	Enrolled half time?
1.)	_____		SELF _____	VSCC _____	_____
2.)	_____				
3.)	_____				
4.)	_____				
5.)	_____				

C.) Verification of 2016 IRS Income Tax Return for STUDENT tax Filer

Did you file a Federal Income Tax Return for 2016? Yes ____ or No ____

- 1 If you answered YES, check the box that applies:
 - I have used the IRS Data Retrieval Tool to transfer my 2016 IRS income information into my FAFSA.
 - I have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my 2016 IRS income information into my FAFSA within the next 10 days.
 - I am unable to or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web. I will provide the school with a 2016 IRS Tax Return Transcript.
 - Check here if the IRS Tax Return Transcript is being submitted with this worksheet.
 - Check here if the IRS Tax Return Transcript will be requested and provided to the Financial Aid Office.
- 2 If you answered NO but worked in 2016 you must submit a copy of your W-2s **AND** a Non-Filing letter from the IRS.
- You will need to obtain the non-filing letter by completing the 4506T form from the IRS. This form is available at: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - Print the IRS Form 4506T
 - Mail the completed form to the IRS.
 - Be sure to check box 7, box 8, and include the tax year (12/31/2016) in question number 9.
 - **This can take up to 30 days to complete. Your financial aid file will not be complete until this is received by the Financial Aid Office.**

D.) Verification of 2016 IRS Income Tax Return for PARENT tax Filer

Did you file a Federal Income Tax Return for 2016? Yes ____ or No ____

- 1 If you answered YES, check the box that applies:
 - I have used the IRS Data Retrieval Tool to transfer my 2016 IRS income information into my FAFSA.
 - I have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my 2016 IRS income information into my FAFSA within the next 10 days.
 - I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web. I will provide the school with a 2016 IRS Tax Return Transcript.
 - _ Check here if the IRS Tax Return Transcript is being submitted with this worksheet.
 - _ Check here if the IRS Tax Return Transcript will be requested and provided to the Financial Aid Office.
- 2 If you answered NO, but worked in 2016 you must submit a copy of all W-2s **AND** a Non-Filing letter from the IRS.
 - You will need to obtain the non-filing letter by completing the 4506T form from the IRS. This form is available at: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - Print the IRS Form 4506T
 - Mail the completed form to the IRS.
 - Be sure to check box 7, box 8, and include the tax year (12/31/2016) in question number 9.
 - **This can take up to 30 days to complete. Your financial aid file will not be complete until this is received by the Financial Aid Office.**

If the parents filed separate 2016 IRS Income Tax Returns, the 2016 IRS Tax Return Transcript for both parents must be provided.

E.) Child Support Paid in 2016 by the Student or by the Parents

Complete this section if you or one of the parents included in the household paid child support in 2016. List below the name(s) of the person(s) who paid the child support, the name(s) of the person(s) to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2016 for each child.

Name of person who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Total Amount Paid in 2016
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- 1.) _____
- 2.) _____
- 3.) _____

Note: If we have reason to believe that the information regarding the child support paid is not accurate, we may require additional documentation such as:

- Documentation from the court, if payments are required to be paid through the court.
- A statement from the person receiving the child support clarifying the amount received.
- Copies of child support payment checks or money order receipts.

F.) Other Untaxed Income for 2016

Please provide below 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 **include** things such as veteran's non-education benefits, military housing, TANF, child support received, and cash paid to you for living expenses.

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2016
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1.) _____

2.) _____

Check here if your family did **NOT** receive other untaxed income for 2016: _____

G.) Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date then return the completed form to the Financial Aid Office.

Student Signature/Date: _____

Parent Signature/Date: _____

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

15723-1049 Volunteer State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Volunteer State Community College. The following person has been designated to handle inquiries regarding non-discrimination policies: Manager of Employee Relations & Equity, 1480 Nashville Pike, Gallatin, TN 37066, 615-230-3592, eeo@volstate.edu. Visit volstate.edu for full policy.