

**Marietta College**  
**Office of Student Financial Services**  
**2016-2017 Verification Worksheet for**  
**Federal Student Aid Programs**

Your financial aid application has been selected by the U.S. Department of Education for review in a process called verification. Federal law states that before you can receive federal aid we must confirm the accuracy of the information on your FAFSA. If there are differences, the College may need to correct your FAFSA and re-evaluate your eligibility for financial aid. **Since we cannot continue to process your financial aid until verification has been completed, please provide the required documents as soon as possible. Financial Aid will be placed on “hold” until this process is completed.**

**What you should do:**

1. **Carefully read the instructions, complete all sections and sign the worksheet** – you (and your parent if you are required to provide their income information). Contact us if you have questions about completing this worksheet. **Do not leave sections blank.**
2. Gather required documents.
3. Mail, email, bring or fax to our office the completed worksheet, tax information and any other requested documents.

**A. Student Information**

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Student ID # or Social Security #</i>
<i>Permanent Address</i>		<i>City</i>	<i>State</i>
<i>Date of Birth</i>	<i>E-mail address</i>		<i>Phone # (include area code)</i>

**B. Family Information - Write the names of all household members.** Also write in the name of the college for any family member, **except parents**, who will attend college, at least half-time between July 1, 2016 and June 30, 2017, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

- Dependent Students:** List below the people in your parents’ household, include: (a) **yourself and your parent(s)** (including step-parent) even if you don’t live with your parents; (b) your parents’ other children, even if they don’t live with your parent(s), **if** (1) your parents provide more than half of their support from July 1, 2016 through June 30, 2017, or (2) the children would be required to provide parental information when applying for Federal student aid; and (c) other people **only if** they **now** live with your parents, and your parents provide more than half of their support **and** will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.
- Independent Students:** List below the people in your household, include: (a) yourself, and your spouse if you have one; and (b) your children, **if** you will provide more than half of their support from July 1, 2016 through June 30, 2017; and (c) other people **only if** they **now** live with you, and you provide more than half of their support **and** will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.

Full Name	Age	Relationship to Student	College Attending in 2016-2017
		Self	Marietta College

Student's Name: \_\_\_\_\_ Student ID or SSN: \_\_\_\_\_

## Income and Tax Information

### C. Student Section - please check one. Include spouse information, if married:

- \_\_\_\_\_ I/we have filed a 2015 Federal Income Tax return and have used the IRS Data Retrieval Tool within FAFSA. Enclose student W-2 forms. (See enclosed sheet for details)
- \_\_\_\_\_ I am/we are unable to use the IRS Data Retrieval Tool and have enclosed a **Tax Return Transcript** for 2015 (a photocopy of your tax return is not allowable) and student W-2 forms. (See enclosed sheet for details)
- \_\_\_\_\_ I was/we were not employed and had no income from work in 2015.
- \_\_\_\_\_ I was/we were employed in 2015, however I am/we are **not** filing and am not required to file a 2015 US Federal tax return. Enclose student's W-2 forms for all earned income.

Please list below information about all earned income:

Employer's Name	2015 Amount Earned	Was IRS W-2 Issued?	Is IRS W-2 enclosed?

### D. Parent Section - please check one if parent information was listed on FAFSA. Supply information for both parents if married or if unmarried and living together:

- \_\_\_\_\_ I/we have filed a 2015 Federal Income Tax return and have used the IRS Data Retrieval Tool within FAFSA. Enclose parent W-2 forms. (See enclosed sheet for details)
- \_\_\_\_\_ I am/we are unable to use the IRS Data Retrieval Tool and have enclosed a **Tax Return Transcript** for 2015 (a photocopy of your tax return is not allowable) and parents' W-2 forms. (See enclosed sheet for details)
- \_\_\_\_\_ I was/we were not employed and had no income from work in 2015.
- \_\_\_\_\_ I was/we were employed in 2015, however, I am/we are **not** filing and am not required to file a 2015 Federal US tax return. Enclose parents' W-2 forms for all earned income.

Please list below information about all earned income:

Employer's Name	2015 Amount Earned	Was IRS W-2 Issued?	Is IRS W-2 enclosed?

**E. Sign this Worksheet** - Each person signing this worksheet certifies that all the information reported on it is complete and correct. If student is dependent, at least one parent must sign and date it. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both, in accordance with U.S. laws.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Verification of Tax Information for 2016-17

Beginning with the 2012-13 school year, federal regulations changed the way in which colleges are allowed to collect federal tax information for the verification process. Signed copies of federal tax returns (1040, 1040A, 1040EZ) are no longer sufficient to confirm the income reported on the FAFSA for most verifications. There are now two options available to verify IRS tax information: **IRS Data Retrieval** or **IRS Tax Transcript**.

### **OPTION 1** – If you use the IRS Data Retrieval tool:

When completing the income sections of the FAFSA, the applicant is given the option to have this data retrieved directly from the IRS. If you use this option and make no changes to your financial information, you are not required to submit an IRS transcript for verification purposes. **You will still need to complete the enclosed Verification Worksheet & provide all W-2 forms.**

Important facts regarding the IRS Data Retrieval System:

- The tax filer must have a 2015 IRS tax return filed & processed by the IRS to use this system.
- Taxes filed electronically should be available for Data Retrieval 2-3 weeks after the tax return has been accepted by the IRS.
- Taxes filed on paper may take 8-11 weeks after initial mailing before the Data Retrieval System can be accessed.
- Technical questions regarding the IRS Data Retrieval process may be directed to FAFSA at 1-800-433-3243.

*If you did not initially use the IRS Data Retrieval*, you may do so by **making a correction** to the FAFSA. Login into your record at [www.fafsa.gov](http://www.fafsa.gov) and select *Make FAFSA Corrections*. Click on the “Financial Information” tab, update your tax filing status to “already completed” and follow the directions. Then click on “Link to the IRS” to utilize the IRS Data Retrieval Tool. In order to access tax information, your name and address must be entered *exactly* as it appears on your tax return. Once entered, hit submit, then “**Transfer My Tax Info**” then click “**Transfer Now**”. Once your tax information is transferred to your FAFSA, you will need to provide your PINs as your electronic signatures and **Save & Submit** your FAFSA.

If the retrieved data *is has not* been changed, then an IRS tax transcript will not be required. If the retrieved IRS tax information *is* subsequently changed on the FAFSA, the applicant will be required to submit an IRS tax transcript.

### **When the Data Retrieval Process may not work –**

The IRS Data Retrieval process may not be available in the following circumstances:

- A joint tax return was filed for 2015 and the student or the student’s parents filed the FAFSA with a marital status of separated, divorced or widowed.
- If the tax filer is married to someone other than the individual included on the 2015 joint tax return.
- If the parent or student was not married in 2015 but is married at the time the FAFSA is filed. The current spouse’s income must be reported on the FAFSA and separate tax transcripts for each individual are required.
- If the parents filed tax returns separately.
- If an amended tax return was filed.
- If a foreign tax return was filed.

**OPTION 2** – If you are not able or choose not to use the IRS Data Retrieval tool, or subsequently change financial information on your FAFSA:

If applicants decide to not use the IRS data retrieval process and the application is chosen for verification, the applicant and the parents will be required to submit an IRS tax transcript. Instructions for requesting a tax transcript are listed below.

**Requesting an IRS Tax Return Transcript for 2015** – There are several ways to order a federal tax return transcript from the IRS. These methods do not charge a fee:

- **Online** at: <http://www.irs.gov>, under **Tools** click on the *Order a Return or Account Transcript* link. Make sure to request the “IRS Tax **Return** Transcript”, **not** the “IRS Tax Account Transcript”. Use the Social Security Number and the date of birth of the first person listed on the 2015 IRS income tax return, and the address exactly as listed on the income tax return. If the parents filed separate 2015 income tax returns, a tax return transcript must be provided for each of them. The document might only be available to request by mail or might be displayed in a printable PDF format that users can view, print and save. ***Please note that a Tax Account Transcript does not provide adequate information and cannot be accepted for verification.***
- **By phone:** Call 1-800-908-9946 and request a Tax **Return** Transcript. Follow prompts selecting option #2, and then enter tax year “2015”. A paper transcript will be mailed to the requestor within 5-10 days.
- **In person:** You can go to your local IRS Taxpayer Assistance Center and order a Tax **Return** Transcript in person. To locate the nearest center, go to [www.irs.gov](http://www.irs.gov); click *Contact IRS* at the top of the screen, then select *Contact Your Local IRS Office*. ***Please note that a copy of your tax return with the IRS stamp on it cannot be accepted for verification.***
- **By mail:** The request form (Form 4506T) can be downloaded from [www.irs.gov](http://www.irs.gov). Under **Tools**, click on *Order a Return or Account Transcript*. Near the bottom of the screen, select *Form 4506-T*. Transcripts ordered using this method can be mailed directly to Marietta College by the IRS if the tax filer requests this on line 5.

**If you filed an amended tax return (1040X)**, you will need to obtain and **submit both a **Record of Account Transcript**** (which combines information from both the tax account and tax return transcript) **and a signed photocopy of your 1040X form.**

Questions? Please contact Marietta College Office of Student Financial Services @ 1.800.331.2709 or 740.376.4712