

2017-2018 VERIFICATION WORKSHEET

STEP 1 – STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Social Security Number</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street</i>	<i>City/State/Zip</i>	<i>Birthdate</i>
<i>Local Phone Number (Include Area Code)</i>	<i>Permanent Phone Number (Include Area Code)</i>	<i>Email Address</i>	

STEP 2 – FAMILY INFORMATION

If you are a **dependent student**, include:

- Yourself
- Your parent(s) (including step-parents)
- Your parent(s) other dependent children if a) your parent(s) will provide more than half of their support from July 1, 2017 through June 30, 2018, or b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people only if they now live in your parent household and your parents will provide more than half of their support from July 1, 2017 through June 30, 2018

If you are an **independent student**, include:

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2017 through June 30, 2018
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2017 through June 30, 2018

Full Name	Age	Relationship	Name of College/Degree Program (If at least half-time 2017-2018)
		<i>Self</i>	<i>Marylhurst University/_____</i>

STEP 3 – FOOD STAMP BENEFITS – CALENDAR YEAR 2015 or 2016

Did you or someone in your household receive SNAP/food stamps during the calendar year 2015 or 2016?

_____ **YES**...Continue to STEP 4

_____ **NO**...Continue to STEP 4

- OVER -

STEP 4 – STUDENT TAX TRANSCRIPT & INCOME INFORMATION – CALENDAR YEAR 2015

Are you or will you be required to file a 2015 Federal Income Tax Return?

YES...Mark one of the following options

- Attached is a copy of a Federal Tax Return Transcript* from the IRS (not a copy of Federal Tax Return filed), skip ahead to STEP 5.
- Completed IRS Data Transfer on FAFSA, skip ahead to STEP 5.
- Tax return not filed yet, will send tax return transcript or do IRS data transfer at later date, skip ahead to STEP 5.

NO...Complete the table below and attach copies of ALL 2015 W-2 forms and documentation of non-filing from IRS

- To request documentation of non-filing letter from IRS complete IRS form 4506-T (checking box #7 on form) and submit to IRS
- Continue to STEP 5.

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2015
TOTAL	

STEP 5 – SPOUSE OR PARENT TAX TRANSCRIPT(S) & INCOME INFORMATION – CALENDAR YEAR 2015

Are you or will you be required to file a 2015 Federal Income Tax Return?

YES...Mark one of the following options

- Attached is a copy of a Federal Tax Return Transcript* from the IRS (not a copy of Federal Tax Return filed), skip ahead to STEP 6.
- Completed IRS Data Transfer on FAFSA, skip ahead to STEP 6.
- Tax return not filed yet, will send tax return transcript or do IRS data transfer at later date, skip ahead to STEP 6.

NO...Complete the table below and attach copies of ALL 2015 W-2 forms and documentation of non-filing from IRS

- To request documentation of non-filing letter from IRS complete IRS form 4506-T (checking box #7 on form) and submit to IRS
- Continue to STEP 6.

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2015
TOTAL	

** If you have successfully utilized the IRS Data Retrieval Tool on the FAFSA, the Tax Return Transcript will be waived. We cannot accept a copy of the Federal Tax Return. To request a Tax Return Transcript or a "W-2 Wage Summary" (if you did not keep a copy of your W-2 form) contact the IRS at 800.829.1040 or www.irs.gov. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.*

STEP 6 – CHILD SUPPORT PAID – CALENDAR YEAR 2015

Did you pay child support because of divorce or separation during the calendar year 2015? (Do not include support for children included in household size in STEP 2)

YES...Complete the table below and continue to STEP 7.

NO...Continue to STEP 7

Amount of Child Support Paid	Name of Who Child Support Was Paid To	Name of Child Paying Support For	Age
TOTAL:			

STEP 7 – CERTIFICATION: By signing this worksheet, I certify all the information reported is complete and correct:

Student Signature _____ Date _____ Student Name (Please Print) _____ Student ID Number _____

Parent Signature (If student is dependent) / Spouse Signature (If Student is married) _____ Date _____ Parent/Spouse Name (Please Print) _____