



U.S. Department
of Education

2017-2018 Verification Worksheet

Federal Student Aid Programs

Your application was selected for review in a process called “Verification.” During this process, St. Joseph’s College (SJC) will be comparing information from your FAFSA application with copies of your and/or your parent(s) 2015 Federal tax forms, W-2 forms, and possibly other necessary financial documents. The law specifies we reserve the right to request this information before awarding any Federal or Institutional funds. If there are any discrepancies found between your FAFSA application information and your financial documents, your FAFSA may need to be corrected.

Submit this information to the Office of Financial Aid **immediately**, as we will not typically award Federal and/or institutional awards until this process is complete. Failure to complete verification in a timely manner may lead to cancellation of aid. Should additional information be required, the Office of Financial Aid will contact you quickly. You will always be notified if FAFSA corrections result in changes/cancellation of award(s).

- Tax Filers must submit **2015 Federal Tax Transcript(s) or use IRS Data Retrieval Tool** and **W-2 forms** for both student and/or parent(s), if filed. As per federal regulations, we can no longer accept copies of the filed federal tax return unless it is specifically requested by the Office of Financial Aid.
 - To use the **IRS Data Retrieval Tool** (IRS DRT) via *FAFSA on the Web* to verify your income tax information log on to www.fafsa.gov with FSA ID and password. In most cases the IRS DRT is available within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS or 8-11 weeks after the 2015 paper IRS income tax return has been accepted by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.
 - **You can obtain a Federal Tax Return Transcript online at www.irs.gov.** If ordering online, click on the “Get a Tax Transcript” link, then select “Get Transcript ONLINE”. Be sure to request the “IRS Tax Return Transcript” and **not** the “IRS Account Transcript”. Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (make sure that the address is typed **exactly as shown** on the 2015 IRS income tax return).
 - **You can obtain a Federal Tax Return Transcript by calling 1-800-908-9946.** Select “Option 2” to request an IRS Tax Return Transcript (not “Tax Account Transcript”).
 - **You can obtain a Federal Tax Return Transcript through the mail** by completing IRS form 4506-TEZ. This form may be downloaded at: <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Non Tax Filers must submit the **2017-18 Non Tax Filer Form** stating that you did not and were not required to file a tax return in 2015 to the Office of Financial Aid.

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Student Information

Last Name	First Name	M.I.	SJC ID or Social Security Number
Address (include Apt. #)			Date of Birth
City	State	Zip Code	Phone Number (Include Area Code)

Family Information

In the space(s) below, list the people in your parent(s)' household including:

- Yourself (even if you don't live with your parent[s])
- Your parent(s) (including step-parents)
- Your parents' other children **if** (a) your parents will provide *more than half their support* between July 1, 2017 and June 30, 2018 **or** (b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people if they now live with your parents, your parents *provide more than half their support* and will continue to provide their support between July 1, 2017 and June 30, 2018
- Write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2017 and June 30, 2018, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
		Self	St. Joseph's College

Please continue to next page

Student Income Information for Nontax Filers

Check the box that best describes your status for 2015:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed the names of all employers in the box below, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided.

Employer's Name	Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000</i>	<i>Yes</i>

Student Income Information for Tax Filers

Check the box that best describes your status for 2015:

- The student filed a 2015 Federal Tax Return and has used the IRS DRT in the *FAFSA on the Web* to transfer 2015 IRS income tax return information into the students FAFSA. A copy of the student W-2 is attached.
- The student filed a 2015 Federal Tax Return and 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. A copy of the student W-2 is attached.
- The student filed a 2015 Federal Tax Return and 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 copy of the student W-2 is attached.

If second or third box checked, provide IRS Tax Return Transcript(s).

Please select one:

- 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.

Parent(s)' Income Information for Non Tax Filers

Check the box that best describes your status for 2015:

- Neither parent was employed nor 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 and IRS W-2 form.

Employer's Name	Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000</i>	<i>Yes</i>

Parent(s)' Income Information for Tax Filers

Check the box that best describes your status for 2015:

- The parent(s) filed a 2015 Federal Tax Return and have used the IRS DRT in the *FAFSA on the Web* to transfer 2015 IRS income tax return information into the students FAFSA. Copies of the parent(s) W-2 are attached.
- The parent(s) filed a 2015 Federal Tax Return and 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. Copies of the parent(s) W-2 are attached.
- The parent(s) filed a 2015 Federal Tax Return and 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)**. Copies of the parent(s) W-2 are attached.

If second or third box checked, provide IRS Tax Return Transcript(s). See page 1 for instructions.

Please select one:

- 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.

Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date.

Student Date

Parent Date

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

**Return the completed worksheet to the campus you attend:
St. Joseph's College Attn: Office of Financial Aid**

Long Island Campus
155 West Roe Boulevard
Patchogue, NY 11772
FAX: 631-650-2525
PHONE: 631-687-2600

Brooklyn Campus
245 Clinton Avenue
Brooklyn, NY 11205
FAX: 718-636-6827
PHONE: 718-940-5700