

2017-2018 Independent Verification Worksheet Federal Student Aid Programs Independent

Your application was selected for review in a process called “Verification.” In this process, your school will be comparing information from your FAFSA application with copies of your and your spouse’s 2015 federal tax return transcripts, or other financial documents. The law states we have the right to ask you for this information before awarding federal aid. If there are differences between your FAFSA application information and your financial documents, you or your school may need to make corrections electronically, or by using your Student Aid Report (SAR).

A. Independent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s SSN or ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)		Student’s Alternate or Cell Phone Number	

1. Submit the completed 2017-2018 Independent Verification Worksheet. Make sure the form is **signed by the student**. This form has three pages and needs to be filled out completely; if the answer is zero, write “0,” do not leave blank.
2. If the number in the household and/or college you are reporting on the Verification Worksheet does not match the number(s) you reported on the FAFSA, submit a written explanation of the discrepancy which must be **signed by the student**.
3. Submit **2015 Federal Tax Return Transcript(s)** for both student and spouse, 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 financial aid department. **You can obtain a Federal Tax Return Transcript by calling the IRS at 1-800-908-9946 or at www.irs.gov/individuals/get-transcript.**
4. **If filed**, the following schedules and forms are required from your tax return:
 - **Schedule C** (business income)
 - **Schedule E** (property rental, royalties, S corps, trusts, etc.)
 - **1099 R** (distributions from IRS, pensions, annuities, etc.)
5. **If child support was paid**, submit a print-out of the child support paid. Also indicate to whom it was paid and for which children.

B. Family Information

1. List the people in your household, including:
 - yourself and your spouse, if you have one, and
 - your children, if you will provide more than half of their support from July 1, 2017 through June 30, 2018, even if they do not live with you, and

- other people 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, 2017 through June 30, 2018.

Write names of all household members in the space(s) below. Also write in the name of the college for any household member(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	Will be Enrolled at Least Half Time
<i>Delores Hall</i>	<i>27</i>	<i>Spouse</i>	<i>Cleveland Institute of Art</i>	<i>Yes</i>

2. Did one or more persons listed above receive benefits from the Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps) at any time during 2015 or 2016?

_____ **YES** _____ **NO**

C. Student's Tax Forms and Income Information

1. Check only one box below. Tax transcripts include the 2015 IRS Tax Return Transcript from filing Form 1040, 1040A, 1040EZ, and a tax return from Puerto Rico. Tax transcripts can be obtained by calling the IRS at 1-800-908-9946, or at www.irs.gov/individuals/ge-transcript.

- Check here if you are attaching a copy of your IRS Tax Return Transcript
- Check here if Tax Return Transcript will be submitted to school by (date)
- Check here if you used the IRS data retrieval tool to upload your tax information into the FAFSA
- Check here if you will not file and are not required to file a 2015 U.S. Income Tax Return.
(Submit copy of W-2 for each source of employment in come and provide IRS Verification of Non- filing)

2. List funds/support received for other untaxed income, not reported on a tax returned.

Source of Untaxed Income	2015 Amount Received

2015 Additional Financial Information	Student/Spouse
a. Education credits (American Opportunity or Lifetime Learning tax credits) from IRS Form 1040-line 50 or 1040A-line 33.	\$
b. Child support paid because of divorce or separation or as a result of a legal requirement. Do not include support for children in your household, as reported in question 95	\$
c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portion for fellowships and assistantships.	\$
d. Grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships	\$
e. Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay.	\$
f. Earnings from work under a cooperative education program offered by a college.	\$

2015 Untaxed Income	Student/Spouse
a. Payments to tax-deferred pension and saving plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. Do not include amounts reported in code DD (employer contributions toward employee health benefits).	\$
b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040-line 28 + line 32 or 1040A-line 17.	\$
c. Child support received for all children. Do not include foster care or adoption payments.	\$
d. Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b	
e. Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$
f. Untaxed portion of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$
g. Housing, food and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing.	\$
h. Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	\$
i. Other untaxed income not reported, such as workers' compensation, disability, etc. Do not include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.	\$
j. Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$

Sign Worksheet

Each person signing the verification worksheet is certifying that all information reported is complete and correct. The student and spouse, if applicable, must sign and date.

Student _____ Date _____

Spouse _____ Date _____

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Cleveland Institute of Art, Office of Financial Aid, 11610 Euclid Avenue, Cleveland, OH 44106; Fax: 216-754-3634; Email: financialaid@cia.edu. You should make a copy of this worksheet for your records.

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

