

C. Student’s Income Information to Be Verified

Complete Section # 1 or # 2 below (not both) depending on your tax filing status

Section #1 TAX RETURN FILERS—Important Note: If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the CIA Office of Financial Aid before completing this section.

Instructions: Complete this section if the student filed or will file a 2015 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the statement that applies:

___ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student’s FAFSA. *Your school will use the IRS information that was transferred in the verification process.*

___ The student 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. *We cannot complete the verification process until your IRS information has been transferred into your FAFSA.*

___ The student 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**.

___ *Check here if the student’s 2015 IRS tax return transcript is attached to this worksheet.*

___ *Check here if the student’s 2015 IRS tax return transcript will be submitted to the CIA Office of Financial Aid later. Verification cannot be completed until the 2015 IRS tax return transcript has been submitted to the CIA Office of Financial Aid.*

Section #2 TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.

Check the statement that applies:

___ The student was not employed and had no income earned from work in 2015. **Note:** You are required to provide documentation from the IRS that indicates a 2015 IRS tax form was not filed with the IRS. Please contact the CIA Office of Financial for IRS form 4506-T. Verification cannot be completed unless the CIA Office of Financial Aid received an IRS form 4506-T.

___ The student was employed in 2015 and has listed below the names of all the student’s employers, the amount earned from each employer in 2015, and whether IRS W-2 forms are attached. The total amount earned from all employers did not require the submission of a 2015 IRS 1040 form. Attach copies of **all** 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.* **Note:** You are required to provide documentation from the IRS that indicates a 2015 IRS tax form was not filed with the IRS. Please contact the CIA Office of Financial for IRS form 4506-T. Verification cannot be completed unless the CIA Office of Financial Aid received an IRS form 4506-T.

Employer’s Name	2015 Amount Earned	IRS W-2 Attached?

Total:

D. Parent’s Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

Complete Section # 1 or # 2 below (not both) depending on your tax filing status.

Section #1 TAX RETURN FILERS—Important Note: If the student’s parent(s), filed or will file, an amended 2015 IRS tax return the student’s financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the parent(s) filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the statement that applies:

The student’s parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student’s FAFSA. *The student’s school will use the IRS information transferred into the student’s FAFSA to complete the verification process.*

The student’s parent(s) have not yet used the IRS DRT in the *FAFSA on the Web*, but will use the tool to transfer 2015 IRS return information into the student’s FAFSA once the 2015 IRS income tax return has been filed. If the student’s parent(s) filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and a **2015 IRS Tax Return Transcript(s)** must be provided for each parent. *We cannot complete the verification process until the student’s parent(s) IRS information has been transferred into your FAFSA or we have received a 2015 IRS Tax Return Transcript.*

The student’s parent(s) are unable or chose not to use the IRS DRT in the *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**. **If the student’s parent(s) are married, and they filed separate 2015 tax returns, both parents must submit 2015 IRS Tax Return Transcripts.**

Check here if an IRS tax return transcript(s) is attached to this worksheet.

Check here if IRS tax return transcript(s) will be submitted to the student’s school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

Section # 2 TAX RETURN NONFILERS—Complete this section if the student’s parent(s) will not file and is not required to file a 2015 income tax return with the IRS.

Check the statement that applies:

The student’s parent(s) were not employed and had no income earned from work in 2015. **Note:** Your parent(s) are required to provide documentation from the IRS that indicates a 2015 IRS tax form was not filed with the IRS. Please contact the CIA Office of Financial for IRS form 4506-T. Verification cannot be completed unless the CIA Office of Financial Aid received an IRS form 4506-T.

The student’s parent(s) were employed in 2015 and have listed below the names of all the parent(s) employers, the amount earned from each employer in 2015, and whether IRS W-2 forms are attached. The total amount earned from all employers did not require the submission of a 2015 IRS 1040 form. Attach copies of **all** 2015 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.* **Note:** Your parent(s) are required to provide documentation from the IRS that indicates a 2015 IRS tax form was not filed with the IRS. Please contact the CIA Office of Financial for IRS form 4506-T. Verification cannot be completed unless the CIA Office of Financial Aid received an IRS form 4506-T.

Employer’s Name	2015 Amount Earned	IRS W-2 Attached?

Total:

E. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent(s)' household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2015 or 2016 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2015 or 2016. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2015 and/or 2016.

2. Complete this section if one of the student's parents paid child support in 2016.

One (or both) of the student's parent(s) listed in Section B of this worksheet paid child support in 2016. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2016 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Person Who Paid Child Support: _____ Amount Provided in 2016: \$ _____	Name of Person to Whom Child Support was Paid: _____ Amount Provided in 2016: \$ _____	Name of Child for Whom Support Was Paid: _____ Amount Provided in 2016: \$ _____	Amount of Child Support Paid in 2016: _____ Amount Provided in 2016: \$ _____
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F. Certification 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 must sign and date.

Student's Signature (Required): _____ **Date:** _____

Parent's Signature (Required): _____ **Date:** _____

*****Please note that all signatures provided MUST be handwritten*****
Please 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, be sentenced to jail, or both.

Submit this form to:

Cleveland Institute of Art
 Office of Financial Aid
 11610 Euclid Ave.
 Cleveland, OH 44106
 Email: financialaid@cia.edu
 Fax: 216-754-3634