

## INDEPENDENT STANDARD VERIFICATION WORKSHEET (V1) – 2014-15

### A. STUDENT'S INFORMATION (PLEASE PRINT)

		<b>J</b>
(STUDENT'S LAST NAME)	(STUDENT'S FIRST NAME)	(STUDENT'S J-NUMBER)

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, JSU may ask you to confirm the information reported on your FAFSA. We will compare your FAFSA information with documents requested for verification. You must complete the verification worksheet, attach required documents and submit them to the Financial Aid Office. If there are differences between your FAFSA data and your financial documents, JSU will send corrections electronically to the Federal Student Aid processor to have your information re-processed. You may contact the Financial Aid Office at 601-979-2227 if you have questions regarding the verification process.

### B. STUDENT'S FAMILY HOUSEHOLD AND NUMBER IN COLLEGE INFORMATION

List below the people in the student's household: Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2014, through June 30, 2015, even if the children do not live with the student.
- Other people if they now live with the student and the student provides more than half of their support and will continue to provide more than half of their support through June 30, 2015.
- Also, include below information about any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2014 and June 30, 2015. If more space is needed, provide a separate sheet that includes the information, the student's name and J-Number at the top of the page.

FULL NAME	AGE	RELATIONSHIP TO STUDENT	COLLEGE	WILL BE ENROLLED AT LEAST HALF-TIME (YES OR NO)
		SELF	JACKSON STATE UNIVERSITY	YES

**C. VERIFICATION OF 2013 INCOME INFORMATION FOR TAX FILERS WITH UNUSUAL CIRCUMSTANCES****1) INDIVIDUALS GRANTED A FILING EXTENSION BY THE IRS**

If an individual is required to file a 2013 income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U. S. Individual Income Tax Return", that was filed with the IRS for 2013;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2013; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2013 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U. S. income tax paid for 2013.

**2) INDIVIDUALS WHO FILED AN AMENDED IRS INCOME TAX RETURN**

If an individual filed an Amended IRS tax return for 2013 the following must be provided:

- A signed copy of the original 2013 IRS income tax return filed with the IRS or a 2013 Tax Return Transcript, and
- A signed copy of the 2013 IRS Form 1040X, "Amended U. S. Individual Income Tax Return" that was filed with IRS.

**3) INDIVIDUALS WHO WERE VICTIMS OF IRS IDENTITY THEFT**

A victim of IRS identity theft who is not able to obtain a 2013 IRS Tax Return Transcript or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U. S. Postal Service, a printout of the tax filer's 2013 IRS income tax return information.

**4) INDIVIDUALS WHO FILED NON-IRS INCOME TAX RETURNS**

An individual filed or will file a 2013 income tax return with Puerto Rico, another U. S. territory (e.g., Guam, American Samoa, the U. S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2013 income tax return(s).

**D. VERIFICATION OF 2013 INCOME FOR STUDENT AND SPOUSE NON TAX FILERS**

These instructions apply to the student and spouse, if the student is married. Complete this section if the student and/or spouse, will not file AND is not required to file a 2013 income tax return with the IRS. **Check the box that applies below:**

- ☐ The student and spouse were not employed and had no income earned from work in 2013.
- ☐ The student and/or spouse were employed in 2013 and have listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is attached. Attach copies of all 2013 IRS W-2 forms issued to the student and spouse by the employer(s). List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate sheet with the student's name and J-Number at the top of sheet.

EMPLOYER'S NAME	2013 AMOUNT EARNED	IRS W-2 PROVIDED? (YES OR NO)

**NOTE:** The JSU Financial Aid Office may require you to provide documentation from the IRS that indicates a 2013 IRS income tax return was not filed with the IRS.

**E. VERIFICATION OF 2013 INCOME INFORMATION FOR STUDENT AND SPOUSE TAX FILERS**

**IMPORTANT NOTE:** The instructions below apply to the student and spouse, if the student is married. You must notify the JSU Financial Aid Office if the student or spouse filed separate IRS Income Tax Returns for 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

**INSTRUCTIONS:** Complete this section if the student and spouse filed or will file a 2013 income tax return with the IRS. 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. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into the student's FAFSA. It takes up to 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to 8-11 weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool, contact the JSU Financial Aid Office at 601-979-2227.

**Check the box that applies below:**

- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2013 income tax return information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student's school will use the IRS information that was determined in the verification process.
- ☐ The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2013 IRS income tax return information into the student's FAFSA once the 2013 IRS income tax return has been filed. See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.
- ☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a 2013 IRS Tax Return Transcript - **not a photocopy of the 1040** income tax return. To obtain a 2013 IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov) and click on "Order an IRS Tax Return Transcript" link and not "IRS Tax Account Transcript". Use the Social Security Number (or the IRS individual taxpayer identification number), the date of birth of the first person listed on the 2013 IRS income tax return and the address on file with the IRS (Normally this will be the address used on the 2013 IRS tax return when filed). In most cases, for electronic filers, a 2013 IRS Tax Return Transcript may be requested from IRS within 2-3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the 2013 IRS Tax Return Transcript may be requested within 8- 11 weeks after the 2013 paper IRS income tax return has been received by IRS.

**NOTE:** If the student and spouse filed separate 2013 IRS income tax returns, 2013 IRS tax transcripts must be provided for both the student and spouse. **Check the box that applies below:**

- ☐ Check here if the student's and/or spouse's 2013 IRS Tax Return Transcript(s) is attached to this worksheet.
- ☐ Check here if the student's and/or spouse's 2013 IRS Tax Return Transcript will be submitted to the school later.

**F. VERIFICATION OF RECEIPT OF SNAP (SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM) BENEFITS**

Did the student or a member of the student's household listed in Section B receive SNAP Benefits during 2012 or 2013? ☐ Yes ☐ No

If **yes**, list the names of individual(s) in the student's household listed in Section B who received SNAP Benefits (formerly known as the Food Stamp Program) sometime during 2012 and/or 2013. For assistance in determining the name of the SNAP program in your state, call 1-800-4FED-AID(1-800-433-3243). Attach separate sheet if needed; indicate student's J-Number at top of page.

(1)	(3)	(5)
(2)	(4)	(6)

**NOTE:** If the JSU Financial Aid Office has reason to believe that the information regarding the receipt of SNAP Benefits is inaccurate, you may be required to submit documentation from the agency that issued those benefits.

STUDENT'S NAME: \_\_\_\_\_

J-NUMBER: \_\_\_\_\_

**G. VERIFICATION OF CHILD SUPPORT PAID**

Complete this section if the student and/or spouse included in the household in Section B paid child support in 2013. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2013 for each child. If more space is needed, provide a separate page that includes the student's name and ID number at the top.

NAME OF PERSON WHO PAID CHILD SUPPORT	NAME OF PERSON TO WHOM CHILD SUPPORT WAS PAID	NAME OF CHILD FOR WHOM SUPPORT WAS PAID	AMOUNT OF CHILD SUPPORT PAID IN 2013

**NOTE:** If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments made.

**H. CERTIFICATION AND SIGNATURES**

Each person signing this worksheet certifies that all of the information reported on it is correct and complete. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____ (STUDENT'S CONTACT PHONE NUMBER)	_____ (STUDENT'S E-MAIL ADDRESS)	_____ (STUDENT'S DATE OF BIRTH)	
_____ (STUDENT'S STREET ADDRESS (INCLUDE APT. NUMBER))	_____ (CITY)	_____ (STATE)	_____ (ZIP CODE)
_____ (STUDENT'S SIGNATURE)	_____ (STUDENT'S SOCIAL SECURITY NUMBER)	_____ (DATE)	
_____ (PRINT STUDENT'S SPOUSE NAME - OPTIONAL)	_____ (STUDENT'S SPOUSE SIGNATURE OPTIONAL)	_____ (DATE)	