DEPENDENT HOUSEHOLD RESOURCES GROUP (V6) 2015-16

Instructions for Completing the Household Resources Group Form (V6)

A. Clearly Print and Complete All Information

We have received your 2015-2016 Free Application for Federal Student Aid (FAFSA). The student’s FAFSA was selected for review in a process called Verification. As part of this process, Jackson State University is required by federal regulation to collect information to verify that the FAFSA is accurate. If any differences are found, we will make corrections electronically on your behalf and you will receive an updated Student Aid Report (SAR).

Indicate the Student’s Last Name, First Name and J-Number on each document submitted to the Financial Aid Office. Be sure to complete all items; do not leave any blank; enter “N/A” if not applicable. Provide information for the student and parents. If more space is needed for any of the sections, provide a separate sheet that includes the requested information, and include the student’s name and J-Number at the top of each sheet. The student must complete and return this form to the Financial Aid Office as soon as possible.

B. Parent’s Household and College Information

List the people in your parent’s household. Include: (1) Yourself; (2) your parent/s (including a stepparent) even if the student doesn’t live with the parents; (3) Your parents’ other children if your parent(s) will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015-2016. Include children who meet either of these standards even if the children do not live with the parents; (4) Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

Also, include information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2015, and June 30, 2016, include the name of the college. The Financial Aid Office may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Supplemental Nutrition Assistance Program (SNAP)

List the names of the individual(s) in your parent’s household who received SNAP Benefits (formerly known as the Food Stamp Program) sometime during 2013 or 2014. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The parent’s household includes: (1) the student; (2) the student’s parents (including a stepparent) even if the student doesn’t live with the parents; (3) the parents’ other children if
the parents will provide more than half of the children’s support from July 1, 2015, through June 30, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015-2016. Include children who meet either of these standards even if the children do not live with the parents; and (4) other people if they do not live with the parents and the parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2016. If the Financial Aid Office has reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2013 or 2014.

D. Child Support Paid

If one or both of the parents included in the parent’s household and/or the student paid child support in 2014, provide: (1) the names of the persons who paid the child support, (2) the names of the persons to whom the child support was paid, (3) the names and ages of the children for whom the child support was paid, and (4) the total annual amount of child support that was paid in 2014 for each child. If the Financial Aid Office has reason to believe that the information regarding child support paid is inaccurate, additional documentation may be required, such as: (1) a signed statement from the individual receiving the child support certifying the amount of child support received; or (2) copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

E. Verification of 2014 Income Information for Student Tax Filers

TAX FILERS: Complete this section if the student filed or will file a 2014 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 2014 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

A 2014 IRS Tax Return Transcript may be obtained through the:

- Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”


- Telephone Request - 1-800-908-9946

- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.
Verification of 2014 Income Information for Individuals with Unusual Circumstances

(1) Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2014 IRS 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 tax year 2014;
- 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 2014; and
- A copy of IRS Form W–2 for each source of employment income received for tax year 2014 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 tax year 2014.

(2) Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2014, provide both of the following:

- A signed copy of the original 2014 IRS income tax return that was filed with the IRS or a 2014 IRS Tax Return Transcript; and
- A signed copy of the 2014 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

(3) Individuals Who Were Victims of Tax Administration Identity Theft

- A victim of tax administration identity theft who is not able to obtain a 2014 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 2014 IRS income tax return information.

(4) Individuals Who Filed Non-IRS Income Tax Returns

- An individual filed or will file a 2014 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 2014 income tax return(s); or
  - A transcript obtained from a government of a U.S. territory or commonwealth, or a foreign central government that includes all of the tax filer’s income and tax information required to be verified for tax year 2014.

F. Verification of 2014 Income Information for Student Non-Tax Filers

NON-TAX FILERS: Complete this section if the student will not file and are not required to file a 2014 income tax return with the IRS; and/or were not employed and had no income earned from work in 2014.
If employed in 2014: (1) the student must list the names of all employers, (2) the amount earned from each employer in 2014, and (3) whether an IRS W-2 form is provided. [Provide copies of all 2014 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form. Note: The Financial Aid Office may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS for you.

G. Verification of 2014 Income Information for Parent Tax Filers

These instructions apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2014 or had a change in marital status after December 31, 2014.

TAX FILERS: Complete this section if the parents filed or will file a 2014 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 2014 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

A 2014 IRS Tax Return Transcript may be obtained through the:

• Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”


• Telephone Request - 1-800-908-9946

• Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

H. Verification of 2014 Income Information for Parent Non-Tax Filers

NON-TAX FILERS: Complete this section if the student’s parents will not file and are not required to file a 2014 income tax return with the IRS; and/or were not employed and had no income earned from work in 2014.

If employed in 2014: (1) the student’s parents must list the names of all employers, (2) the amount earned from each employer in 2014, and (3) whether an IRS W-2 form is provided. [Provide copies of all 2014 IRS W-2 forms issued to the student’s parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. Note: The Financial
Aid Office may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS for you.

**Verification of Other Untaxed Income for 2014**

If any item does not apply, enter “N/A” for Not Applicable where a *response* is requested, or enter 0 in an area where an *amount* is requested.

If the student was required to provide parental information on the FAFSA, answer each question as it applies to the student and the student’s parent(s) whose information is on the FAFSA.

**2014 IRS W-2 forms:** Provide copies of all 2014 IRS W-2 forms issued by the employers to the dependent student and the student’s parents.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2014, multiply that amount by the number of months in 2014 you paid or received it. If you did not pay or receive the same amount each month in 2014, add together the amounts you paid or received each month. If more space is needed, provide a separate page with the student’s name and J-Number at the top.

**I. Payments to Tax-Deferred Pension and Retirement Savings**

Payments to tax-deferred pension and retirement savings List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

**J. Child Support Received**

List the actual amount of any child support received in 2014 for the children in your parent’s household. Do not include foster care payments, adoption payments, or any amount that was court ordered but not actually paid.

**K. Housing, Food, Other Living Allowances Paid to Members of the Military, Clergy and Others**

Include cash payments and/or the cash value of benefits received. Do not include the value of on-base military housing or the value of a basic military allowance for housing.

**L. Veterans Non-Education Benefits**

List the total amount of veterans non-education benefits received in 2014. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work Study allowances. Do not include federal veterans educational benefits such as: Post-9/11 GI Bill, Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits.
M. Other Untaxed Income

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers’ compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

Do not include any items reported or excluded in A – D above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

N. Money Received or Paid on the Student’s Behalf

List any money received or paid on the student’s behalf (e.g., payment of student’s bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2014. Include support from a parent whose information was not reported on the student’s 2014–2015 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person’s contributions unless the person is the student’s parent whose information is reported on the student’s 2014–2015 FAFSA. Amounts paid on the student’s behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student’s parents, such as grandparents, aunts, and uncles of the student.

O. Verification of Other Untaxed Income For 2014

Additional Information: Provide information about any other resources, benefits, and other amounts received by the student and any members of the student’s household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the Financial Aid Office, and include such things as federal veterans’ education benefits, military housing, SNAP, TANF, etc.

P. Certification

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. Warning: if you purposely give false or misleading information, you may be fined, sent to prison, or both.