RETURN TO: FINANCIAL AID OFFICE
P. O. BOX 17065
1400 J. R. LYNCH STREET
JACKSON, MS 39217-0165
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2017-2018 INDEPENDENT STANDARD VERIFICATION GROUP (V1) INSTRUCTIONS

Instructions for Completing the Independent Standard Verification Group (V1) Form

A. Clearly Print and Complete All Information

We have received the student's 2017-2018 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 the student's behalf and the student 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 items blank; enter "N/A" if not applicable. Provide information for student and spouse if the student is married. 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 their form to the Financial Aid Office as soon as possible.

B. Student's Household and Number in College Information

List the people in the student's household. Include: (1) the student; (2) the student's spouse if the student is married; (3) the student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2016, through June 30, 2017, even if the children do not live with the student; and (4) other people if they now live with the student and the student or spouse, if married, provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2017.

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, 2016, and June 30, 2017. Include the name of the college. The Financial Aid Office may require additional documentation if there is reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Supplemental Nutrition Assistance Program (SNAP)

The student certifies that a member of the student's household received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 2015. 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 student's household includes: (1) the student; (2) the student's spouse, if the student is married; (3) the student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2016 through June 30, 2017, even if the children do not live with the student; and (4) other people if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2017. If the Financial Aid Office has reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, documentation from the agency that issued the SNAP benefits in 2014 or 2015 may be required.

D. Child Support Paid

If the student and/or spouse, if married, who is a member of the student's household, paid child support in 2015, they must 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 2015 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 2015 Income Information for Student Tax Filers

Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

A 2015 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 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, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2015 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 2015 Income Information for Individuals with Unusual Circumstances

(1) Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2015 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 2015;
- 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 2015; and
- A copy of IRS Form W–2 for each source of employment income received for tax year 2015 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 2015.

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

If an individual filed an amended IRS income tax return for tax year 2015, provide both of the following:

- A signed copy of the original 2015 IRS income tax return that was filed with the IRS or a 2015 IRS Tax Return Transcript; and
- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

(3) Individuals Who Were Victims of Tax Identity Theft

A victim of Tax-related identity theft must provide: (1) a Tax Return Data Base View (TRDBV) transcript(s) that includes all of the income and tax information required to be verified; and (2) a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

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

An individual who filed or will file a 2015 income tax return with the relevant taxing authority of a U. S. territory, commonwealth, or with a foreign central government must provide: (1) a transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Marianas Islands), or a foreign central government, that includes all of the tax filer's income and tax information required to be verified for tax year 2015; or (2) a transcript obtained at no cost from the relevant taxing authority, a signed copy of the 2015 tax returns(s).

F. Verification of 2015 Income Information for Student Non-Tax Filers

Complete this section if the student and spouse, if married, will not file and are not required to file a 2015 income tax return with the IRS; and/or were not employed and had no income earned from work in 2015.

If employed in 2015 the student and/or spouse must list: (1) the names of all employers, (2) the amount earned from each employer in 2015, and (3) whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student and spouse, if married, 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 2015 IRS income tax return was not filed with the IRS for you and/or spouse.

Verification of Other Untaxed Income for 2015

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. Answer each question as it applies to the student and the student's spouse, if married whose information is on the FAFSA.

2015 IRS W-2 forms: Provide copies of all 2015 IRS W-2 forms issued by the employers to the independent student and spouse, if the student is married.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2015, multiply that amount by the number of months in 2015 you paid or received it. If you did not pay or receive the same amount each month in 2015, add together the amounts you paid or received each month.

G. Certifications

Each person signing this worksheet certifies that all of the information reported on it is correct and complete.

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