



**FINANCIAL AID
VERIFICATION WORKSHEET 2017 - 2018 (V1)**

- Universidad Metropolitana
- Universidad del Este
- Universidad del Turabo
- Universidad Ana G. Méndez Online

Your 2017 - 2018 Free Application for Federal Student Aid (FAFSA) was selected for verification. The federal regulations establish that before awarding Federal Student Aid, we may ask you to confirm the information reported on your FAFSA. If there are differences between the information reported in your FAFSA and the information included in this worksheet, your FAFSA information may need to be corrected. If a dependent student, you and one of your parents must complete and sign this worksheet, attach any required documents and submit the form and the required attachments to the Financial Aid Office at your institution. Your institution may ask for additional information. If you have questions about the verification process, contact your Financial Aid Office as soon as possible. Your financial aid disbursement is subject to completing this verification process.

Select one of the following two options based on the information included in your FAFSA:

Dependent

Independent

I. Student's Information

Campus: _____ ID: _____

_____	_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number (SSN)	Date of Birth (MMDDYYYY)
_____			_____	_____
Street Address (include apt. no.)			Email Address	Alternate Email Address
_____	_____	_____	_____	_____
City	State	Zip Code	Cell Phone Number	Home or Alternate Phone Number

II. Family Information: Number of Household Members and Number in College

Check one – If **DEPENDENT**, indicate your parent(s) marital status: / If **INDEPENDENT**, indicate your marital status:

- Single (never married) Married (includes remarried) Separated Divorced Widowed Unmarried but living together

<p>If DEPENDENT, list in the table below the people in your <u>parent's household</u>. Include:</p> <ul style="list-style-type: none"> ▪ Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s). ▪ Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards, even if they do not live with your parent(s). ▪ 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, 2018. 	<p>If INDEPENDENT, list in the table below the people in your <u>household</u>. Include:</p> <ul style="list-style-type: none"> ▪ Yourself and your spouse, if married. ▪ Your or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2017, through June 30, 2018, even if the child does not live with you. ▪ Other people if they now live with you and you or your spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2018.
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Also, include in the table below the name of the college for any household member who is or will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017 and June 30, 2018 (do not include the college for your parents). *If more space is needed, attach a separate page with your name and student's ID at the top.*

Full Name	Age	Relationship	College	Will Be Enrolled at Least Half Time (Yes or No)
<i>Example: Missy Jones</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Student's Name: _____ ID: _____

III. Income Information

TAX RETURN FILERS Section

If **DEPENDENT**, the instructions below apply to each parent included in the household in section II. Notify the financial aid officer at your institution if the parents filed separate income tax returns for 2015 or had a change in marital status after December 31, 2015.

Complete this section if the parents are required to file and filed a 2015 income tax return(s).

If **INDEPENDENT**, the instructions below apply to you and your spouse, if married. Notify the financial aid officer at your institution if you or spouse filed separate income tax returns for 2015 or had a change in marital status after December 31, 2015.

Complete this section if you and your spouse are required to file and filed a 2015 income tax return(s).

Check the box that applies:

- Used the IRS Data Retrieval Tool in *FAFSA on the Web* to retrieve and transfer the 2015 IRS income tax return information into the FAFSA.

For IRS income tax return filers, 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. If the parent or student has not already used the tool, go to FAFSA.gov, select "Make a correction", log in to the student's FAFSA record and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent or student is eligible to use the IRS Data Retrieval Tool to transfer the 2015 IRS income tax information into the student's FAFSA.

- Attached a 2015 IRS Tax Return Transcript(s).

*To obtain an IRS Tax Return Transcript: (1) Online - go to www.irs.gov, under the "Tools" heading on the IRS homepage, click "Get a tax transcript" and then click "Get Transcript ONLINE"; (2) Mail - go to www.irs.gov, under the "Tools" heading on the IRS homepage, click "Get a tax transcript" and then click "Get Transcript by MAIL"; (3) Telephone request - call 1-800-908-9946; or (4) Paper request form - complete and submit IRS Form 4506-T-EZ or IRS Form 4506-T. **Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."** 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 the 2015 paper IRS income tax return, 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. If you need more information about using the IRS Data Retrieval Tool or obtaining an IRS Tax Return Transcript, contact the Financial Aid Office at your institution. Copies of the income tax return filed with the IRS will not be accepted.*

If the parents for a dependent student, or if the student and spouse for an independent married student, filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the 2015 IRS Tax Return Transcript must be provided for each.

- Attached a signed copy of the 2015 income tax return(s) filed with a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands, Puerto Rico and the Northern Mariana Islands) or a foreign government since a tax return transcript could not be obtained at no cost.

To obtain the Puerto Rico 2015 income tax return filed electronically, log in to <https://colecturiavirtual.hacienda.pr.gov/portal/en-us/>, under "Services", click "Copy based return electronically", then select year "2015" from the drop-down menu and click "Search", click option "1. Tax Return for: 2015 with the Social Security Number: xxx-xx-####", save the PDF document that has been downloaded to the computer and provide this document to the Financial Aid Office at your institution.

- Filed an **amended** IRS Income Tax Return for tax year 2015 and attached a 2015 IRS Tax Return Transcript (that will only include information from the original tax return filed) **and** a signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," subsequently filed with the IRS.

- Filed an **amended** Non-IRS Income Tax Return for tax year 2015 with a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands, Puerto Rico and the Northern Mariana Islands) or a foreign government and attached a signed copy of the 2015 original income tax return filed (since a tax return transcript could not be obtained at no cost) **and** a signed copy of the 2015 amended income tax return subsequently filed.

Student's Name: _____ ID: _____

NONTAX FILERS Section

<p>If DEPENDENT, the instructions and certifications below apply to you and to each parent included in the household in section II.</p> <p>Complete this section if <u>you and your parents are not required to file and did not file</u> a 2015 income tax return.</p>	<p>If INDEPENDENT, the instructions and certifications below apply to the student and spouse, if married.</p> <p>Complete this section if <u>you and your spouse are not required to file and did not file</u> a 2015 income tax return.</p>
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Check the box that applies:

- Was not employed and had no income earned from work in 2015; therefore, not required to file and did not file a 2015 income tax return.
- Was employed in 2015 but are not required to file and did not file a 2015 income tax return. Listed below the names of all employers, the amount earned from each employer in 2015, and whether a W-2 form was provided (all employers, even though a W-2 was not provided, are included in the table below). Attached copies of all 2015 W-2 forms issued.

Employer's Name	2015 Amount Earned	W-2 Attached (Yes or No)
<i>Example: Suzy's Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>
TOTAL:	\$	

If more space is needed, attach a separate page with your name and student's ID at the top.

IV. Certification and Signature: Each person signing below certifies that all of the information reported is complete and correct. If dependent, the student and one parent must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

Student's Signature

Date

Parent's Signature

Date

Do not send this worksheet to the U.S. Department of Education. Submit this worksheet to the Financial Aid Office of your institution. Make a copy for your records.