

Your Free Application for Federal Student Aid (FAFSA) was selected for 'verification'. Federal regulations state that before awarding Federal Student Aid, your school must verify the information you and your parent(s) reported on your FAFSA. To complete this verification process, we will compare your FAFSA information with the information on this worksheet and your parent's verification worksheet and other required documents. If there are differences, we will make the appropriate corrections to your FAFSA. After we have reviewed your documents, we may request additional information. If you have questions, please contact our office for assistance. **You must complete, print, sign this worksheet and submit all required documents to CWC's Rustler Central.**

**STUDENT INFORMATION**

Student's Last Name	Student's First Name	Student's M.I.	Student's CWC ID #	
Student's street address	Mailing address (if different)	City	State	Zip Code
Student's Date of Birth	Student's Email address	Home Telephone Number	Cell Number	

**VERIFICATION OF 2015 INCOME FOR STUDENT TAX FILER**

**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 (Data Retrieval Tool)** if that information was not changed by the FAFSA filer.

**STUDENT TAX FILING INFORMATION** – Check the box that applies:

- I did use the **IRS Data Retrieval Tool (DRT)** in my **FAFSA on the Web** to transfer my 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. NOTE: CWC will use the IRS DRT information that transferred in for this part of the verification process.
- I did NOT use the **IRS Data Retrieval Tool (DRT)** in my **FAFSA on the Web**, but I will log back into my FAFSA and make a correction to use the **IRS DRT** to transfer my 2015 IRS income information into my FAFSA.
- I was unable or did not choose to use the **IRS Data Retrieval Tool (DRT)** in my **FAFSA on the Web**, and instead I will order **and** submit my **2015 IRS Tax Return Transcript(s)**. To obtain the IRS Tax Return Transcript, use **any** of the following ways:
  - **Get Transcript by MAIL:** Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the 2015 "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
  - **Get Transcript ONLINE:** Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the 2015 "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
  - **Automated Telephone Request:** 1-800-908-9946 (the IRS will mail to the address on the return within 5 to 10 days).
  - **Paper Request Form:** IRS Form 4506T-EZ or IRS Form 4506-T (this form is available at [www.irs.gov](http://www.irs.gov) or at CWC Rustler Central).

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.

- Check if your IRS Tax Return Transcript has been submitted or is attached to this worksheet.
- Check if your IRS Tax Return Transcript will be submitted later. Verification cannot be completed until **all** documents are received.

Student's Full Name: \_\_\_\_\_

Student's CWC ID #: \_\_\_\_\_

**VERIFICATION OF 2015 INCOME FOR STUDENT NON-TAX FILER**

The instructions and certifications below apply to the student who **will not** and is **not required** to file a 2015 income tax return with the IRS. **You will need to order a Verification of Non-Filing from the IRS by completing IRS Form 4506-T (form available at www.irs.gov or at CWC Rustler Central).**

**STUDENT 'NON-TAX FILER' CERTIFICATION & SIGNED STATEMENT** – Check the box that applies:

I certify that **I did NOT and I am NOT required** to file a 2015 federal tax return. **Student Signature:** \_\_\_\_\_

**EARNINGS FROM WORKING IN 2015 (Student)** - list below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. **Submit copies of all 2015 IRS W-2 and 1099 forms issued to you by your employers.** List every employer even if the employer did not issue an IRS W-2 form (**you will need to request a duplicate copy from your employer or order wage and income statements from the IRS.**) **If you need more space, include information on a separate page, and (include student's name and ID number on the top of the page).**

I certify that I was **not** employed and had **no income** earned from working in 2015. **Student Signature:** \_\_\_\_\_

**STUDENT NON-FILER – LIST YOUR EARNING FROM WORKING IN 2015** - complete this section to confirm your wages **and** submit IRS W-2 and 1099 forms from **all** employers in 2015.

<i>Student's 2015 Employers were:</i>	<i>2015 Wages Earned</i>	<i>W-2 Attached?</i>	<i>Student's 2015 Employers were:</i>	<i>2015 Wages Earned</i>	<i>W-2 Attached?</i>
	\$	[ ] YES [ ] NO, ordering		\$	[ ] YES [ ] NO, ordering
	\$	[ ] YES [ ] NO, ordering		\$	[ ] YES [ ] NO, ordering

**BENEFITS FROM ANY FEDERAL OR STATE PROGRAMS**

At any time during 2015 or 2016, did you or anyone in your parent's household receive benefits from any of the federal programs listed below? Mark all that apply. Answering these questions will NOT reduce eligibility for student aid or these programs. This information helps the financial aid staff to understand how living expenses were met in 2015.

- Supplemental Security Income (SSI)
- TANF (Temporary Assistance for Needy Families)
- Medicaid
- Tribal - Per Cap benefits
- Free or Reduced Price School Lunch
- WIC (Special Supplemental Nutrition Program for Women, Infants, and Children)

**STUDENT CERTIFICATION AND SIGNATURE**

By signing this worksheet, I certify that all information reported is complete and correct. I also understand it is my responsibility to order and submit the appropriate documentation to verify my FAFSA information, such as: 2015 tax return transcript, 2015 verification of non-filing and 2015 W-2 or 1099 forms.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit this completed form to Central Wyoming College's Rustler Central for processing. Make a copy for your records.**

**Warning: If you purposely give false or misleading information on this worksheet, you will be reported to the Department of Education, you may be fined, sentenced to jail, or both.**