

Your student's 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called 'Verification'. Federal regulations require the financial aid administration verify the information your family reported on the student's FAFSA. *You and the student must complete this VERIFICATION process which includes completing and submitting verification worksheets, tax return transcript(s) and all W-2 forms for BOTH student & parents before we can determine the eligibility for federal student aid.* We may request additional information after we have reviewed all documents. Please contact our office if you have any questions. **Complete this fillable form and then print out to physically sign all 'signature' areas (if applicable). Submit all documents to CWC Financial Aid.**

STUDENT / PARENT'S HOUSEHOLD INFORMATION

 Student's Last Name First Name M.I. Student's CWC ID #

 Parent's First & Last name Parent's telephone number Parent's Email Address

 Parent's street address mailing address (if different) City State Zip Code

PARENT'S HOUSEHOLD INFORMATION – List the people in your *parent's household* (include the *student* (even if *not* living with parents), *the parents* (including stepparent, legal parents even if not married but living together, divorced but living together), *your parent's other children* if parents will *provide more than half* of the children's support from July 1, 2016, through June 30, 2017, also include *other people* if they *now* live with the parents and the parents *provide 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, 2017. Include the name of the college for any household member who is, or will be, enrolled at least half time (6 credits or more) in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2016, and June 30, 2017. *If you need more space, include information on a separate page, (include student's name and ID number on the top of the page).*

Full Name of household member	Age	Relationship to the student (Student, Parent, Sibling)	Name of College (attending at least half time) in 2016-17

PARENT(S) 2015 INCOME INFORMATION

PARENT(S) TAX FILING INFORMATION – Did parent(s) *'file'* a 2015 IRS Federal Tax Return? Did parent(s) use the *IRS Data Retrieval Tool* when completing the student's FAFSA?

- YES, I (parent(s) did file a federal tax return **AND** we used the *IRS Data Retrieval Tool* when completing the student's FAFSA. Submit 2015 W-2 forms *(if you do not have your W-2's, order 'wages and income statements' by completing the IRS Form 4506-T).*
- YES, I (parent) did file a federal tax return **BUT** we did **NOT** use the *IRS Data Retrieval Tool* when completing my student's FAFSA. *Order a Tax Return Transcript from the IRS and also submit 2015 W-2 forms (if you do not have your W-2's, you can order both the Tax Return Transcript and order 'wages and income statements' by completing the IRS Form 4506-T).*
- NO, I have not yet filed my taxes (please explain): _____
- NO, I (parents) did NOT and we are NOT required to file a 2015 federal tax return. *Order a Verification of Non-Filing and also submit 2015 W-2 forms (if you do not have your W-2's, order 'wages and income statements' by completing the IRS Form 4506-T and order Verification of Non-Filing (for EACH PARENT) and order your Wage and Income Statements by completing the IRS Form 4506-T).*

Parent Signature: _____

2nd Parent Signature: _____

Parent’s Name: _____ Student’s Name: _____ Student’s CWC ID: _____

I (the parent) certify that I was not employed and had no income earned from work in 2015. Parent Signature: _____

I (other parent) certify that I was not employed and had no income earned from work in 2015. 2nd Parent Signature: _____

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 forms issued to BOTH parents 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). Include information for both parents listed in household. Need more space, include information on a separate page, and (include student’s name and ID number on the top of the page).

Parent’s Employer’s Name	Annual Amount Earned in 2015	W-2 Attached?
	\$	<input type="checkbox"/> YES <input type="checkbox"/> No, ordering
	\$	<input type="checkbox"/> YES <input type="checkbox"/> No, ordering
	\$	<input type="checkbox"/> YES <input type="checkbox"/> No, ordering
	\$	<input type="checkbox"/> YES <input type="checkbox"/> No, ordering

PARENT’S 2015 ADDITIONAL FINANCIAL INFORMATION

Did parent(s) **PAY** child support because of divorce or separation or as a result of a legal requirement? **Don’t include** support for children listed in your household on reverse side? NO YES, complete the box below - (Do not estimate the amounts. If you are unsure of amount PAID, order a printout from Support Enforcement and submit it to our office to document the correct amounts.)

Name of person who PAID child support?	Name of person who child support was PAID to?	Child’s Name (child support was for)	Child’s Age	Total ANNUAL amount of child support PAID in 2015?
				\$
				\$
				\$

Did parent(s) have any taxable college grant and scholarship aid **reported to the IRS in your adjusted gross income**? Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships? NO YES, how much: \$ _____ (**submit documentation (1098T, etc.)**) Received from: _____

PARENT’S 2015 UNTAXED INCOME

Did parent(s) have payments to tax-deferred pension and retirement savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. **Don’t include** amounts reported in code DD (employer contributions toward employee health benefits)? NO YES, how much: \$ _____

Did parent(s) have untaxed portions of IRA distributions from IRS Form 1040—lines (15a minus 15b) or 1040A—lines (11a minus 11b). If negative value, enter 0? NO YES, how much: \$ _____ Was this amount a rollover? NO YES

Did parent(s) have untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). If negative value, enter 0? NO YES, how much: \$ _____ Was this amount a rollover? NO YES

BENEFITS FROM ANY FEDERAL OR STATE PROGRAMS

In 2014 or 2015, did anyone listed in your household receive benefits from Supplemental Nutrition Assistance Program (SNAP) / food stamps? NO YES, I certify that I received SNAP benefits. Signature: _____

If there is a discrepancy with your FAFSA, you will need to submit a printout from the agency who issued the SNAP benefits.

Parent's Name: _____ Student's Name: _____ Student's CWC ID: _____

Some families receive additional benefits that are NOT counted on the FAFSA. To help us know how your family met living expenses, did anyone in your family receive any of the following federal programs in 2015?

- Supplemental Security Income (SSI) Free/Reduced Price Lunch TANF WIC Tribal - Per Cap benefits

PARENT CERTIFICATIONS AND SIGNATURE

You must print and sign this to certify that all information reported on this worksheet is complete and correct.

I / (parents) certify that all information reported on this worksheet is complete and correct. I also understand it is my responsibility to order and submit the appropriate tax return transcript / Verification of Non-Filing. I will also submit all W-2's forms for 2015 (parents). *I further understand if I purposely give false or misleading information, I will be reported to the Department of Education and could be fined up to \$20,000, sent to prison or both.*

Parent Signature: _____

Date: _____

2nd Parent Signature: _____

Date: _____