2015-2016 Household and Income Verification Worksheet

Free Application for Federal Student Aid (FAFSA) Verification

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “verification.” The law says that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. If there are differences between your FAFSA and the verification documentation, your FAFSA may need to be corrected. You (and your parent, if parent information was required on the FAFSA) must sign and submit this institutional verification document to us. Other documentation may be required and we may ask for additional information once your record is reviewed. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID Number</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>Date of Birth</th>
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<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Phone Number (include area code)</th>
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B. FAMILY INFORMATION

An Independent student must be able to affirm that at least one of the following statements is true. Proof may be requested.

A Dependent student is a student who is unable to check any of the following boxes.

- You were born before January 1, 1992.
- You were married, as of the day you filed the Free Application for Federal Student Aid.
- You are admitted to a masters or doctoral program of study (MA, MBA, MS, JD, PhD, EdD, financial aid eligible graduate certificate, etc.).
- You have children for whom you will provide more than half of their support from July 1, 2015 through June 30, 2016.
- You have dependents (other than your children or spouse) who live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2015 – June 30, 2016.
- Since the age of 13, both of your parents are deceased, you were in foster care, or you were a dependent or ward of the court.
- You are or were an emancipated minor as determined by a court in your state of legal residence.
- You are or were in legal guardianship as determined by a court in your state of legal residence.
- You are currently serving on active duty or are a veteran of the U.S. Armed Forces.
- You were, on or after July 1, 2014, determined to be an unaccompanied youth who was homeless by a school or shelter official.

DEPENDENT STUDENT (no boxes checked above)

List the people in your parent(s’) household:

- Yourself
- Your custodial parent(s) (including step-parent)
- Your custodial parent(s)’ dependent children
- Other people only if they now live with your parents and your parents provided more than half of their support, and will continue to provide more than half of their support from July 1, 2015 through June 30, 2016
- If any household member other than a parent will be enrolled in college at least half-time between July 1, 2015 and June 30, 2016, list the name of the school that person will attend.

INDEPENDENT STUDENT (at least one box checked above)

List the people in your household:

- Yourself
- Your spouse, if married
- Your dependent children, if you will provide more than half of their support from July 1, 2015 through June 30, 2016
- Other people, if they now live with you, and you provided more than half of their support and will continue to provide more than half of their support, from July 1, 2015 through June 30, 2016
- If any household member will be enrolled in college at least half-time between July 1, 2015 and June 30, 2016, list the name of the school that person will attend.

Documentation may be required to verify household members.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>College Attending in 2015-2016</th>
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<tbody>
<tr>
<td>John Doe (example)</td>
<td>18(example)</td>
<td>Self (example)</td>
<td>UALR (example)</td>
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C. TAX FORMS AND INCOME INFORMATION

1. Did the student (and spouse, if married) file a 2014 federal tax return? Check the box that applies:
   - [ ] The student has used the IRS Data Retrieval Tool to transfer 2014 IRS income information into the student’s FAFSA
   - [ ] The student is unable to or chooses not to use the IRS Data Retrieval Tool and the student will submit a 2014 IRS tax return transcript.
   - Note: a copy of a federal income tax return is not acceptable.
   - [ ] The student will not file, and is not required to file, a 2014 federal income tax return. Complete Section 3 and submit a W-2 form from each employer. If you did not work in 2014, indicate N/A.

2. If a dependent student, did your parent(s) file a 2014 federal tax return? Check the box that applies:
   - [ ] The parent(s) has used the IRS Data Retrieval Tool to transfer 2014 IRS income information into the student’s FAFSA
   - [ ] The parent(s) is unable to or chooses not to use the IRS Data Retrieval Tool, and will submit a 2014 IRS tax return transcript.
   - Note: a copy of a federal income tax return is not acceptable.
   - [ ] The parent(s) will not file and is/are not required to file a 2014 federal income tax return. Complete Section 3 and submit a W-2 form from each employer. If the parent(s) did not work in 2014, indicate N/A.

3. Complete this section if the student and/or parent did not file a federal tax return

<table>
<thead>
<tr>
<th>Employee (name of student, spouse, or parent)</th>
<th>Employer's Name</th>
<th>2014 Amount Earned</th>
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<tbody>
<tr>
<td>John Doe (example)</td>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00 (example)</td>
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D. SIGN THIS FORM

By signing this form, I (we) certify that all the information reported on this form is complete and correct.

X ______________________ Date ______________________ X ______________________ Date ______________________

Student Signature

(Required if parent information was included on the FAFSA)

Warning: If you purposefully give false or misleading information on this form, you may be fined, sentenced to jail, or both.

How to Use the IRS Data Retrieval Tool (IRS DRT)

If the student/parent did not use the IRS data retrieval tool when the FAFSA was filed:

- [ ] Go to FAFSA.gov
- [ ] Log in to the student’s FAFSA record
- [ ] Select “Make FAFSA Corrections”
- [ ] Go to the Financial Information section of the form
- [ ] From there, follow the instructions to determine if the individual is eligible to use the IRS DRT to transfer 2014 IRS income tax information into the FAFSA. If you have questions about your eligibility to use the IRS DRT, contact a Financial Aid Advisor at 501-569-3035.

If you filed electronically, it takes up to two weeks after you filed your return for IRS income information to be available for the IRS DRT. Those who file a paper IRS tax return may have to wait up to eight weeks before IRS DRT is available. If you need more information about when, or how, to use the IRS DRT contact your financial aid advisor.

How to Request an IRS Tax Return Transcript

If the IRS DRT is not used, an IRS Tax Return Transcript must be provided. You will need the tax filer’s Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

To request an IRS tax return transcript:

- [ ] Go to IRS.gov
- [ ] Click on the link for “Get Transcript of Your Tax Records”
- [ ] Click on “Get Transcript ONLINE”
- [ ] Follow the instructions for creating an account and requesting the transcript
- [ ] Be sure to request a Return Transcript for tax year 2014
- [ ] You may also request the tax return transcript be mailed to your IRS address on record