



Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa
Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain
Maricopa Skill Center | NorthWest Skill Center | SouthWest Skill Center

2015-2016 Federal Student Aid Verification Worksheet

Key Points: December 14th, 2015 Training

Dep
v6

Instructions:

Your Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. Complete and submit this verification worksheet to the Maricopa Verification Processing Center (MVPC) in one of the following three ways:

MVPC Drop Box:

Located at all Maricopa
Student Services Centers
**(staple together or
place in an envelope)**

U.S. Mail:

Maricopa Community Colleges
Attn: Maricopa Verification Processing Center (MVPC)
2411 W. 14th Street
Tempe, AZ 85281

Fax:

(480) 219-4885
**(include student's ID
and name at the top
of each page)**

Note: Incomplete and/or unidentified documents will NOT be processed.

Do NOT skip any sections, SUBMIT all requested documents, and be sure to INCLUDE the student's ID and name at the top of each page.

Student Information

Last Name	First Name	MI	Social Security Number	Student ID Number
			XXX-XX-	
Maricopa Email Address			Phone Number with Area Code	
@maricopa.edu				

In general, information reported on the VWS "trumps" information reported on the FAFSA. If additional documentation is submitted that contains different information, conflicting information needs to be resolved for.

Family Information

- IF student's name is NOT listed → MOVE it FORWARD, assume student in the HHS
- IF age or relationship is NOT listed for the student, parent1, or parent2 → MOVE it FORWARD (available on the FAFSA, if parent is not listed on the FAFSA it is **INCOMPLETE**)
- IF age or relationship is NOT listed for other HHS member → **INCOMPLETE VWS**
 - foster children and legal guardians are NOT to be included in the HHS
- IF age & relationship listed, and "yes" to "Attending College...", AND no college listed → MOVE it FORWARD, assume "NO", and do NOT include in Number in College
- IF age & relationship listed, and "NO" to "Attending College...", AND listed a "Name of College" → MOVE it FORWARD, assume "NO", and do NOT include in Number in College
- IF upon completion of verification, the HHS information is the **ONLY** section incomplete, move to "Student Files-Incomplete HHS"
- IF a name is listed for a college or university but you can't confirm that the college or university is eligible for any of the FSA programs → MOVE it FORWARD, assume "NO", and do NOT include in Number in College

List the people in your **parents' household** below. Include:

- **Yourself**, even if you don't live with your parents, AND
- **Your parents that live together**, whether they are married or unmarried, AND
- **Your parents' other children**, if your **parents will provide more than half of their support** from July 1, 2015 through June 30, 2016, even if they don't live with your parents, AND
- **Other people living with your parents**, if your **parents will provide more than half of their support** from July 1, 2015 through June 30, 2016.

Full Name	Age	Relationship to Student	Attending College at Least Half-Time Between 7/01/2015 & 8/30/2016?		Name of College or University
		Self	Yes	No	
		Parent1			
		Parent2 (if applicable)			
			Yes	No	
			Yes	No	
			Yes	No	

			Yes	No	
			Yes	No	

2014 Child Support Paid

- IF NO boxes are checked → MOVE it FORWARD, assume "did NOT pay", and correct FAFSA to \$0
- IF BOTH boxes are checked → INCOMPLETE VWS
- IF checked box indicates "DID pay child support", and the bottom portion is NOT complete → MOVE it FORWARD, assume "did NOT pay" and correct FAFSA to \$0
- IF checked box indicates "DID pay child support", and the bottom portion indicates an amount different than what was reported on the FAFSA → MOVE it FORWARD, and update the FAFSA to reflect the amount reported on the VWS (no additional documentation required)
- IF "Child for Whom Child Support was Paid" is ALSO included in the HHS → INCOMPLETE (conflicting CS Paid and HHS Info Checklist Item)
- IF "Person Who Paid Child Support" is NOT in the HHS, and "Person to Whom Child Support was Paid" is in the HHS, and "Child for Whom Child Support was Paid" is in the HHS → MOVE it FORWARD, assume this amount is "Child Support RECEIVED" and enter amount on FAFSA

Check only the box that applies to your parents' household. **DO NOT SKIP:**

- ☐ Parents did NOT pay child support in 2014.
- ☐ Parents DID pay **child** support in 2014. Complete the section below. Do NOT include support paid for those children included in your parents' household.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and age of Child for Whom Child Support was Paid	2014 ANNUAL Amount of Child Support Paid

2014 Supplemental Nutrition Assistance Program (SNAP)

- IF NO boxes are checked → MOVE it FORWARD, assume "no", and correct FAFSA to "no"
- IF BOTH boxes are checked → INCOMPLETE VWS

Check only the box that applies to your parents' household. **DO NOT SKIP:**

- ☐ No one in my parents' household received SNAP benefits in the 2013 and/or 2014 calendar year.
- ☐ Someone in my parents' household (as reported on the FAFSA) received SNAP benefits in the 2013 and/or 2014 calendar year.

2014 Student and Parents Income Information

- In general, the information reported on the VWS "trumps" the information reported on the FAFSA. If the information is different, this is NOT considered conflict for resolution. If, however, the student submits ADDITIONAL documentation that is different than what is listed on the VWS → RESOLVE CONFLICT
 - UNLESS entire income section is left blank → INCOMPLETE VWS, student must submit corrected VWS, UNLESS IRS DRT 02
 - UNLESS, it is related to IEFW information... because this amount is included on the TRT which may introduce conflict when compared to the IEFW on the FAFSA, or VWS....IF additional documentation is received that indicates amounts different than what is reported on the FAFSA or on the VWS for stu/spouse (ind), or par1/par2 (dep) → RESOLVE CONFLICT with W2s, and update FAFSA with W2s amount
 - If lines 7, 12, & 18 (wages, business, & farm income) of TRT do NOT equal the amount included in the earnings section of the VWS (IEFW) or the amounts reported on FAFSA (stu/spouse(ind), par1/par2(dep) → MUST request W2s to RESOLVE CONFLICT and update FAFSA IEFW
- In general, the IRS DRT 02, and W2s trump information listed on the VWS
- V6 Tracking Group- student/spouse (ind) and parent1/parent2 MUST submit W2s regardless of IEFW section on VWS
- IF we received TRT and W2s, in any of the scenarios listed below, and the W2s indicate that the student had IEFW different than the earnings reported on the TRT → INCOMPLETE, student will need to Amend Their Taxes (provide an original TRT and signed copy of 1040X)
- ZERO TOLERANCE ALLOWED!

The fastest and most convenient way to verify income information is to load your information directly from the IRS to your FAFSA: Login to your FAFSA <fafsa.gov>, and take the steps necessary to use the Internal Revenue Service (IRS) Data Retrieval Tool (DRT).

IF the IRS DRT option is used, AND the required income information is successfully transmitted to your FAFSA, AND the information is not altered, you may not need to submit additional documentation to verify 2014 income information (*refer to the chart below*).

IF the IRS DRT option is not used, you may need to submit additional documentation to verify 2014 income information (refer to the chart below).

Note: If the below chart indicates that you need to submit a 2014 Federal IRS "Tax Return Transcript" or "Wage & Income Transcript", you may obtain a copy from the IRS by:

1. Requesting and accessing it real-time online at <<http://www.irs.gov/Individuals/Get-Transcript>>, OR
2. Placing a call-in request to the Internal Revenue Service (IRS) at 1.800.908.9946, OR
3. Completing and mailing the paper request Form 4506T <<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>> to the IRS.

Check only the box that applies to you AND the box that applies to your parents.

Student	Parent 1	Parent 2	Tax Filing Status
			I have already filed a 2014 tax return, <u>AND</u> I have already used the IRS DRT to transfer 2014 income tax information into my FAFSA, <u>AND</u> The Federal IRS Tax Return Transcript does <u>NOT</u> need to be submitted with this worksheet.

SAMPLE SCENARIOS:

- IF student selects "I DID work in 2014, AND have already filed a 2014 federal income tax return, AND completed the IRS DRT (02), and SIS confirms IRS DRT Code 02 → **MOVE it FORWARD**
- IF student selects "I DID work in 2014, AND have already filed a 2014 federal income tax return, AND completed the IRS DRT (02), and SIS does NOT confirm IRS DRT Code 02 → **INCOMPLETE file, TRTs still need to be submitted or IRS DRT used**
- IF student selects "I DID work in 2014, AND have already filed a 2014 federal income tax return, AND completed the IRS DRT (02), and SIS confirms IRS DRT Code 02, and submits the corresponding TRT, and Lines 7, 12, & 18 (wages, business, & farm income) of TRT equal the amount included in the earnings portion of the VWS (stu/spouse(ind), par1/par2 (dep) → **MOVE it FORWARD, and update FAFSA with TRT amounts**
- IF student selects "I DID work in 2014, AND have already filed a 2014 federal income tax return, AND completed the IRS DRT (02), and SIS confirms IRS DRT Code 02, and submits the corresponding TRT, and Lines 7, 12, & 18 (wages, business, & farm income) of TRT do NOT equal the amount included in the earnings portion of the VWS (stu/spouse(ind), par1/par2 (dep) → **RESOLVE CONFLICT, request W2s in order to update FAFSA**
- IF student selects "I DID work in 2014, AND have already filed a 2014 federal income tax return, AND completed the IRS DRT (02), and SIS confirms IRS DRT Code 02, and VWS indicates an IEFW different than the amount reported on the FAFSA → **RESOLVE CONFLICT, request W2s in order to update FAFSA**
- amount reported on the FAFSA → **RESOLVE CONFLICT, request W2s in order to update FAFSA**

			I <u>DID</u> work in 2014 and have already filed a 2014 federal income tax return, <u>AND</u> I cannot/did not use the IRS DRT to transfer 2014 income tax information into my FAFSA, <u>AND</u> I have attached a copy of my 2014 Federal IRS "Tax Return Transcript" . <i>Be sure to INCLUDE the student's ID and name at the top of each page.</i>
--	--	--	---

SAMPLE SCENARIOS:

- IF student selects "I DID work in 2014 and have already filed a 2014 federal income tax return, AND I have attached a copy of my 2014 Federal IRS "Tax Return Transcript", and does not submit the corresponding TRT → **INCOMPLETE file, TRTs still need to be submitted, UNLESS a corresponding IRS DRT 02 in SIS(in which case TRT is not required)**
- IF student selects "I DID work in 2014 and have already filed a 2014 federal income tax return, AND I have attached a copy of my 2014 Federal IRS "Tax Return Transcript", and submits the corresponding TRT, and Lines 7, 12, & 18 (wages, business, & farm income) of TRT equal the amount included in the earnings portion of the VWS (stu/spouse(ind), par1/par2 (dep) → **MOVE it FORWARD, and update FAFSA with TRT amounts**
- IF student selects "I DID work in 2014 and have already filed a 2014 federal income tax return, AND I have attached a copy of my 2014 Federal IRS "Tax Return Transcript", and submits the corresponding TRT, and Lines 7, 12, & 18 (wages, business, & farm income) of TRT do NOT equal the amount included in the earnings portion of the VWS (stu/spouse(ind), par1/par2 (dep) → **RESOLVE CONFLICT, request W2s in order to update FAFSA**

			I <u>DID</u> work in 2014, however, I was not required to file a federal income tax return, <u>AND</u> I have listed my employer(s) and income received in 2014 in the boxes below , <u>AND</u> I have attached a copy of my 2014 Federal IRS "Wage & Income Transcript" . <i>Be sure to INCLUDE the student's ID and name at the top of each page.</i>
--	--	--	--

SAMPLE SCENARIOS:

- IF student selects "I DID work in 2014, however, I was not required to file a federal income tax return", and completes the IEFW section on VWS with a dollar amount, and does NOT submit W2s → **INCOMPLETE, student still needs to submit W2s**
- IF student selects "I DID work in 2014, however, I was not required to file a federal income tax return", and completes the IEFW on VWS section with a dollar amount, and submits W2s → **MOVE it FORWARD, and update FAFSA with W2 amount**
- IF student selects "I DID work in 2014, however, I was not required to file a federal income tax return", and does not complete the IEFW section on VWS, and submits W2s → **MOVE it FORWARD, and update FAFSA with W2 amount**
- Check for filing requirements in 2 Tables (independent & dependent) available in IRS Publication 17 or IRS Publication 501 (irs.gov)

		I did <u>NOT</u> earn any work income in 2014.	
SAMPLE SCENARIOS: I did <u>NOT</u> earn any work income in 2014: <ul style="list-style-type: none"> • IF student selects "I did <u>NOT</u> earn any work income in 2014", and did NOT enter information in the IEFW section on the VWS → MOVE it FORWARD, waive in SIS, and update FAFSA to \$0 and indicate "Will Not File" • IF student selects "I did <u>NOT</u> earn any work income in 2014", and includes an amount for the same person in the IEFW section on the VWS → RESOLVE CONFLICT, request W2s, and update FAFSA with W2 amount • IF student selects "I did <u>NOT</u> earn any work income in 2014", and indicates values on the FAFSA that would indicate a tax return has been filed (Tax return file, Tax form used, tax filing status, AGI, Tax paid, IEF) → RESOLVE CONFLICT, request a letter of non-filing from the IRS for the student • IF student selects "I did <u>NOT</u> earn any work income in 2014", and FAFSA indicates IRS Request flag of 01 → RESOLVE CONFLICT, request a letter of non-filing from the IRS for the student 			
List employer(s) and income information ONLY for those individuals listed above that indicated: "I <u>DID</u> work in 2014; however, I was not required to file a federal income tax return".	Employed Person	Employer/Source of Employment Income	2014 Annual Income

2014 Student and Parents' Additional Financial Information

- FOR any box left blank → Move it FORWARD, assume "not received", **and correct FAFSA to \$0**
- FOR any box with an amount different than what was reported on the FAFSA and student did NOT use DRT → MOVE it FORWARD, **and update the FAFSA to reflect the amount reported on the VWS (no additional documentation required)**
- FOR any box with an amount different than what was reported on the FAFSA and student did use DRT → MOVE it FORWARD, **and do not update the FAFSA for amounts transferred directly from the IRS, if amount was not transferred from the IRS update according to worksheet.**

Complete the information below with the 2013 ANNUAL amounts of income received by student and/or parents. All fields must contain a response. If the answer is \$0, then enter \$0. DO NOT LEAVE ANY BOX BLANK.		
Student	Income Type	Parents
	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).	
	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040—line 28 + line 32 or 1040A—line 17.	
	Child support received for any of your children. Don't include foster care or adoption payments.	
	Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b.	
	Untaxed portions of IRA distributions from IRS Form 1040—lines (15a minus 15b) or 1040A—lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	
	Untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	
	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	
	Veteran non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	
	Other untaxed income not reported in items 45a through 45h, such as workers' compensation, disability, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040—line 25. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	

	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. This includes money that you received from a parent whose financial information is not reported on this form and that is not part of a legal child support agreement.	
	Totals	

Certification and Signature

- IF student and/or parent signature is missing → INCOMPLETE VWS
- IF date of parent and/or student is missing → MOVE it FORWARD
- IF one signature is completed electronically and the other is an ink signature → INCOMPLETE VWS

I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years. I authorize the use of this information and any supporting documentation for all MCCC institutions.

Student's Signature (<i>electronic signature NOT accepted</i>)	Date
Parent's Signature (<i>electronic signature NOT accepted</i>)	Date