

The Baptist College of Florida  
 Financial Aid Office  
 5400 College Drive  
 Graceville, Florida 32440  
 1-800-328-2660 ext. 461

## Dependent Verification Worksheet (V5) 2016-2017



Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to the financial aid office at The Baptist College of Florida. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### A. Student Information

Student's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
First M.I. Last

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/P.O. Box City State Zip Code

### B. Family Information

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

- The Student
- The parent(s) (including a stepparent) even if you don't live with your parent(s).
- The parents' other children if the parents will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member, excluding the parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2016, and June 30, 2017. If more space is needed, provide a separate page with the student's name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**C. Verification of 2015 IRS Income Tax Return Information for Student Tax Filers**

**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](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available 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 within 8-11 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.

**Check the box that applies:**

- The student has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax information into the student's FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2015 IRS Tax Return Transcript(s), W-2 Forms, and other IRS documents.** (signature not required)

To obtain a **2015 IRS Tax Return Transcript**, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2-3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8-11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

\_\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.

\_\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

**Verification of 2015 Income Information for Student Nontax Filers**

Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and Social Security Number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

**D. Verification of 2015 IRS Income Tax Return Information for Parent Tax File**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.

**Instructions:** Complete this section if the parents filed or will file a 2015 IRS Income Tax Return(s). 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](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available 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 within 8–11 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.

**Check the box that applies:**

- The parents have used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2015 IRS Tax Return Transcript(s), W-2 Forms, and other IRS documents.** (signature not required)

To obtain a **2015 IRS Tax Return Transcript**, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return) In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for both.

- \_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.
- \_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

**Verification of 2015 Income Information for Parent Nontax Filers**

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- One parent was not employed and had no income earned from work in 2015
- Neither parent was employed and had no income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and social security number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**E. Parent's Other Information to Be Verified**

1. Complete this section if someone in the student's parents' household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015.

**Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2014 or 2015.**

2. Complete this section if one of the student's parents paid child support in 2015.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2015. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by the school, I will provide documentation of the payment for child support. If you need more space, attach a separate page that includes the student's name and social security number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

**F. High School Completion Status**

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2016–2017:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

**G. Identity and Statement of Educational Purpose**

**Instructions:**

Either:

- The student must appear in person at The Baptist College of Florida Financial Aid Office to verify his or identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The Baptist College of Florida will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of The Baptist College of Florida Financial Aid Office, the **Statement of Educational Purpose** below

Or:

- If the student is unable to appear in person at The Baptist College of Florida Financial Aid Office to verify his or her identity, the student must provide:
  - (a) A copy of the valid government-issued photo identification (ID) that is acknowledge in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
  - (b) The original notarized **Statement of Education Purpose** provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and  
 (Print Student's Name)  
 that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending The Baptist College of Florida for 2016-2017.

\_\_\_\_\_  
 (Student's Signature) (Date) (Student's ID#)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_  
 City/County of \_\_\_\_\_  
 On \_\_\_\_\_, before me, \_\_\_\_\_,  
 (Date) (Notary's name)  
 personally appeared, \_\_\_\_\_, and provided to me  
 (Printed name of signer)  
 on basis of satisfactory evidence of identification \_\_\_\_\_  
 (Type of government-issued photo ID provided)  
 to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
 (seal) \_\_\_\_\_  
 (Notary signature)

My commission expires on \_\_\_\_\_  
 (Date)

**FOR OFFICE USE ONLY:** Attach photocopy of ID after verifying identity.

Document Used: \_\_\_\_\_ Date Received: \_\_\_\_\_ Authorized Name: \_\_\_\_\_

**Certifications and Signatures**

**Please check each box and sign and date at the bottom of the form to affirm that you acknowledge and understand that:**

- You must complete the FAFSA IRS Data Retrieval or submit a copy of your 2015 IRS Tax Return Transcript, W-2(s), and other IRS documents when you file IRS income tax return for verification to be considered complete.
- Adjustments to your financial aid eligibility may be required due to the results of this verification process, which may change the sources and amounts of your Financial Aid Award offer.
- If you file or later file and amended 1040X tax form, you agree to notify The Baptist college of Florida Financial Aid Office and submit a signed copy of the original 2015 IRS Income tax return that was filed with the IRS or a 2015 IRS Tax Return Transcript for the 2015 tax year; and a signed copy the 2015 IRS 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

**The student and one parent whose information was reported on the FAFSA must sign and date.**

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

Each person signing below certifies that all of the information reported is complete and correct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date