



## Bucks County Community College 2017–2018 Verification Worksheet Independent Student - V1

Your 2017–2018 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 may ask you to confirm the information you and your spouse reported on your FAFSA. To verify that you provided correct information the financial aid office at Bucks will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your spouse must complete and sign this worksheet, attach any required documents, and submit the form to the Financial Aid Office **within 21 days** of receipt of this form. We may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

### A. Independent Student's Information

Last Name	First Name	M.I.	SS#
Street Address (include apt.#.)			Student ID#
City	State	Zip Code	Student's Date of Birth
Home Phone Number		Alternate or Cell Phone Number	
E-Mail Address:			

### B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself
- Your spouse, if you are married
- Your children if you will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other child would be required to provide your information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Full Name	Age	Relationship	College	Enrolled at Least Half Time?
Marty Jones (example)	28	Wife	Central University	Yes
		Self	Bucks County Community College	

Include the name of the college for any household member, who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Student's Name: \_\_\_\_\_ Student #: \_\_\_\_\_

## **C. Independent Student's Income Information To Be Verified**

**Instructions:** Complete this section if the student, filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. You can request a tax transcript by visiting [www.irs.gov](http://www.irs.gov) or calling 1-800-908-9946.*

### **Tax Return Filers**

**Check only one box below:**

- ☐ Check here, if you successfully imported 2015 tax data using the IRS Data Retrieval Tool.
- ☐ Check here if you are attaching your and your spouse's 2015 **JOINT** Tax Transcript.
- ☐ Check here if you filed, **separately** from your spouse and you are attaching 2015 Tax Transcripts.
- ☐ Check here if you and/or your spouse earned income, but did not file a 2015 Tax Return. If you or your spouse did not file a 2015 Federal Tax Return, but earned income in 2015, you must provide all W-2 forms or other earnings statements to the Financial Aid Office.

To obtain a tax transcript, see the enclosed **IRS TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS** sheet.

**Tax Return Nonfilers** Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- ☐ I, the student (and, if married, the student's spouse) was not employed and had no income earned from work in 2015.
- ☐ I, the student (and/or the student's spouse if married) was employed in 2015 and has listed below the names of all the student's employers, (and spouse's if married), the amount earned from each employer in 2015, and attached an IRS W-2 form(s) from each employer. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top.*

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

**All non-filers are required to provide documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS Income tax return was not filed with the IRS.**

- ☐ Check here if confirmation of nonfiling is provided,- documentation must be attached.

Student's Name: \_\_\_\_\_ Student #: \_\_\_\_\_

**D. Certification and Signatures:**

*I **certify*** that all of the information reported on this worksheet is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

**Submit this worksheet to:**  
**Bucks County Community College, Financial Aid Office, 275 Swamp Road, Newtown, PA 18940**  
**Fax #: (215) 504-8522 Email: [finaid@bucks.edu](mailto:finaid@bucks.edu) Phone #: (215) 968-8200.**

***Note: Any form with incomplete or blank information and/or not having complete signatures will be returned, and delay processing.***

**You should make a copy of this worksheet for your records.**