

C. STUDENT INCOME INFORMATION (complete numbers 1 and 2)

1. CHOOSE ONE OF THE TWO FOLLOWING OPTIONS:

Check here if you (the student) filed a 2016 tax return.

You will need to attach and submit the following items to WJU’s Financial Aid Office (please know that additional documentation may be requested):

- x **A copy of your W-2(s)**
- x **This signed Dependent Verification Worksheet**
- x **Use the IRS Data Retrieval Tool on your FAFSA OR submit your Tax Return Transcript from the IRS**

The best way to verify taxable income is by using the IRS Data Retrieval Tool on your FAFSA online. If you have not already used this tool, go to www.FAFSA.gov, log in, click ‘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 your 2016 IRS income tax information into your FAFSA.

If you are not given the option to use the IRS Data Retrieval Tool or choose not to use it, you must request your 2016 tax return transcript from the IRS and submit this to the WJU Financial Aid Office. To obtain an IRS tax return transcript, go to www.IRS.gov and click on the ‘Get Transcript Online’ or ‘Get Transcript By Mail’ links or call 1-800-908-9946. Request the “IRS tax return transcript” and **NOT** the “IRS tax account transcript.” You will need your SSN, DOB and the address on file with the IRS.

<u>Did you (the student) have any Business Income from self-employment in 2016?</u>	Yes	No
<u>Have you filed an amended tax return or do you plan on amending your taxes?</u>	Yes	No

- Check here if you have used the IRS Data Retrieval Tool and have not changed the information that has been transferred from the IRS to your FAFSA, or
- Check here if you are attaching your 2016 IRS tax return transcript, or
- Check here if you have ordered a transcript from the IRS and are waiting for its arrival. Date ordered: _____
(Your financial aid will be placed on hold until your transcript is received)

OR

Check here if you (the student) will not file and are not required to file a 2016 tax return.

- Check here if you were not employed and had no income earned from work in 2016 or
- Check here if you did earn an income in 2016 but did not have to file. **You must list below all sources of your 2016 income including names of your employer(s) and the amount earned from each employer. You are required to attach a copy of all 2016 W-2(s) that were issued to you.**

EMPLOYER’S NAME	2016 AMOUNT EARNED

2. LIST BELOW ANY ADDITIONAL SOURCES OF UNTAXED INCOME (if none, write NA):

List additional sources of income that you (the student) collected in 2016 such as: clergy or military housing/living allowances, child support received, tax exempt interest income, disability income, workers’ compensation, veteran’s non-education benefits, payments to tax- deferred pension and savings plans, IRA deductions and payments to self-employed plans, or untaxed portions of IRA distributions or pensions:

SOURCES OF UNTAXED INCOME	2016 AMOUNT RECEIVED

D. PARENT INCOME INFORMATION (complete numbers 1 and 2)

1. CHOOSE ONE OF THE TWO FOLLOWING OPTIONS:

Check here if you (the parent) filed a 2016 tax return.

You will need to attach and submit the following items to WJU’s Financial Aid Office (please know that additional documentation may be requested):

- **A copy of your 2016 W-2(s)**
- **This signed Dependent Verification Worksheet**
- **Use the IRS Data Retrieval Tool on your FAFSA OR submit your 2016 Tax Return Transcript from the IRS.**
(To use the IRS Data Retrieval Tool or to obtain an IRS tax return transcript see above instructions in Section C, Question 1)

<u>Did you (the parent) have any Business Income from self-employment in 2016?</u>	Yes	No
<u>Have you filed an amended tax return or do you plan on amending your taxes?</u>	Yes	No

- Check here if you have used the IRS Data Retrieval Tool and have not changed the information that has been transferred from the IRS to your student's FAFSA, or
- Check here if you are attaching your 2016 IRS tax return transcript, or
- Check here if you have ordered a transcript from the IRS and are waiting for its arrival. Date ordered: _____
(Your financial aid will be placed on hold until your transcript is received)

OR

Check here if you (the parent) will not file and are not required to file a 2016 tax return.*

- Check here if you were not employed and had no income earned from work in 2016 or
- Check here if you did earn an income in 2016 but did not have to file. **You must list below all sources of your 2016 income including names of your employer(s) and the amount earned from each employer. You are required to attach a copy of all 2016 W-2(s) that were issued to you.**

***You must submit a verification of non-filing letter. Submit your verification(s) to WJU from the IRS website at www.IRS.gov, or by completing form 4506-T. You may submit your 4506-T to WJU Financial Aid, who can fax your 4506-T to the IRS on your behalf.**

Student Name _____

WJU ID# _____

EMPLOYER'S NAME	2016 AMOUNT EARNED

Parent: If your total family income reported on your student's FAFSA does not appear sufficient to meet the living expenses for the number of people reported in your household, please submit a written statement explaining how living expenses were paid. If someone else has covered the majority of your expenses, please explain your situation.

2. LIST BELOW ANY ADDITIONAL SOURCES OF UNTAXED INCOME (if none, write NA):

List additional sources of income that you (the parent) collected in 2016 such as: clergy or military housing/living allowances, child support received, tax exempt interest income, disability income, workers' compensation, veteran's non-education benefits, payments to tax-deferred pension and savings plans, IRA deductions and payments to self-employed plans, or untaxed portions of IRA distributions or pensions:

SOURCES OF UNTAXED INCOME	2016 AMOUNT RECEIVED

E. CERTIFICATION & SIGNATURES

Each person signing the following page certifies that all the information reported on this worksheet is complete and correct. If a field is left blank, it means that the question does not apply. The student and one parent must sign and date.

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

Print Student's Full Name

Student's Signature*

Date

Print Parent's Full Name

Parent's Signature*

Date

You should make a copy of this worksheet for your records. Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to your Financial Aid Administrator at William Jessup University. ***Must physically sign!**