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 must 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 us. 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.

__________________________________________  ______
Student’s Last Name  Student’s First Name  M.I.  SSN or Student ID#

__________________________________________  ______
Student’s Street Address  City  State  Zip  Student’s DOB

Household Members and Number in College:

List below the people in the parent(s)’ household. EVEN IF THEY ARE NOT ATTENDING COLLEGE. Include:

- The student
- The parent(s), including a stepparent, even if the student does not live with the parent(s).
- The parent(s)’ other children if the parent(s) 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 parent(s).
- Other people if they now live with the parent(s) and the student’s parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College Attending (Or leave blank)</th>
<th>Enrolled at Least Half Time (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe (example)</td>
<td>18</td>
<td>Brother</td>
<td>FSCC</td>
<td>Yes</td>
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<td></td>
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<td>Self</td>
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- For any household member you listed above, also indicate who will be enrolled at least half-time at an eligible postsecondary educational institution any time between July 1, 2017 and June 30, 2018.
Receipt of SNAP Benefits:

Certify if a member of the parents’ household (refer to page 1), received benefits from the Supplemental Nutrition Assistance Programs or SNAP (formerly known as the Food Stamp Program) sometime during 2014 or 2015. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-433-3243.

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.

In 2014 or 2015, did you or any member of your parents’ household receive SNAP benefits? □ Yes □ No

Child Support Paid:

It may have been indicated on the student’s FAFSA, that the student or one of the parents included in the household, paid child support in 2015. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If no child support was paid, please write N/A on the table below.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support was Paid</th>
<th>Amount of Child Support Paid in 2015</th>
</tr>
</thead>
<tbody>
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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
• Copies of the child support payment checks or money order receipts
Student’s Tax Information:

Did the student file taxes for the 2015 year?  □ Yes  □ No

*If no,* skip to the **TAX NON-FILER** section below.  *(Do not fill out the tax filer section).*

*If yes,* please continue to the **TAX FILER** section.  *(Do not fill out the tax non-filer section).*

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**TAX FILER:**

In order to verify the student’s tax information, one of the following steps must be completed:  *(Please refer to the detailed directions at the end of this form).*

- □ The student has used or is going to use the IRS Data Retrieval Tool on their FAFSA.
- □ The student has submitted or is going to submit an IRS Tax Return Transcript to the Financial Aid Office.

NOTE: For electronic filers, the IRS Data Retrieval Tool and the IRS Tax Return Transcript should be available 2-3 weeks after their 2015 IRS Income Tax Return has been accepted by the IRS. For paper filers, they are available after 8-11 weeks.

**TAX NON-FILER:**

- □ The student *was not* employed and had no income earned from work in 2015.
- □ The student *was* employed and had income earned from work in 2015.

NOTE: If the student was employed, list below the names of all the student’s employers, the amount earned from each employer in 2015, and attach copies of all 2015 W-2 forms issued by the employer(s).

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>2015 Amount Earned</th>
<th>W-2 Form Attached (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>John’s Auto Body Shop (example)</em></td>
<td>$2,000</td>
<td><em>Yes</em></td>
</tr>
</tbody>
</table>

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Parent(s)’ Tax Information:

Did the student’s parent(s) file taxes for the 2015 year?  □ Yes  □ No

If no, skip to the TAX NON-FILER section below. (Do not fill out the tax filer section).

If yes, please continue to the TAX FILER section. (Do not fill out the tax non-filer section).

TAX FILER:

In order to verify the parent(s)’ tax information, one of the following steps must be completed:  (Please refer to the detailed directions at the end of this form).

☐ The student has used or is going to use the IRS Data Retrieval Tool on their FAFSA for their parent(s)’ tax information.

☐ The student has submitted or is going to submit their parent(s)’ IRS Tax Return Transcript(s) to the Financial Aid Office.

NOTE: If the student’s parent(s) filed separately, they will need to obtain tax return transcripts for both individuals. For electronic filers, the IRS Data Retrieval Tool and the IRS Tax Return Transcript should be available 2-3 weeks after their 2015 IRS Income Tax Return has been accepted by the IRS. For paper filers, they are available after 8-11 weeks.

TAX NON-FILER:

☐ The student’s parent(s) were not employed and had no income earned from work in 2015.

☐ The student’s parent(s) were employed and had income earned from work in 2015.

NOTE: If the student’s parent(s) were employed, list below the names of all the parent(s)’ employers, the amount earned from each employer in 2015, and attach copies of all 2015 W-2 forms issued by the employer(s).

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>2015 Amount Earned</th>
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</table>
Certification and Signatures:

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

________________________  __________________
Student’s Signature  Date

________________________  __________________
Parent’s Signature  Date

Certification

READ, SIGN, AND DATE

If you are the student, by signing this application you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your college if you default on a federal student loan, and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

If you are the parent or the student, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you filed or required to file. Also, you certify that you understand that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies. If you sign any document related to the federal student aid programs electronically using a Personal Identification Number (PIN), you certify that you are the person identified by the PIN and have not disclosed that PIN to anyone else. If you purposely give false or misleading information, you may be fined $20,000, sent to prison, or both.

Everyone whose information is given on this form should sign below. The student (and at least one parent, if parent information is given) MUST sign below.

________________________  __________________
Student  Date

________________________  __________________
Parent  Date

________________________
Student’s FSCC ID# or SSN

This form must be submitted to the Financial Aid Office by the following dates:

Fall 2017 – November 17th, 2017
Spring 2018 – April 20th, 2018
Summer 2018 – June 4th, 2018 (4 week session) and July 2nd, 2018 (8 week session)

Failure to meet these deadlines may result in no aid awarded for that semester.
HOW TO USE THE DATA RETRIEVAL TOOL ON YOUR FAFSA

1. Log into your FAFSA at www.fafsa.ed.gov.
2. When you come to the tab for Financial Information, select Already Completed your IRS Income Tax Return.
3. On the next question, select the appropriate tax filing status. Ex: Single, Married-Filed Jointly.
4. You may be able to use the Data Retrieval Tool if you answer No to all the questions asked – Did you file an amended tax return? Did you file a foreign tax return? Did you file in the last three weeks?
5. If you answered no to the above questions, click on Link to IRS.
6. Select OK when it asks if you want to leave FAFSA on the Web.
7. On the IRS site, you will have to provide your filing status, name and address exactly as it was listed on your tax return. (If you are having trouble matching your address, go to www.usps.com, use the Look Up a Zip Code option, type your street address, city, state and zip and hit FIND. Use the “standard” address that is displayed).
8. Click on Submit and it will show you the information that will be transferred. (If it did not work than the address you provided is probably incorrect according to the IRS’ records. You may try again but you will be locked out after three failed attempts).
9. Check the Transfer my Tax Information into the FAFSA box and then click the Transfer Now button.
10. Once the information has been transferred, do not make any changes!
11. Enter the information for your wages and click Next.
12. Again, any information transferred by the IRS should not be changed. If selected for verification, this will delay your financial aid being processed.
13. Finish filling out your FAFSA, sign with your PIN, and submit.

➤ You may not be eligible to use the IRS Data Retrieval if:
  • You filed your tax return within the past two weeks
  • You filed an amended tax return
  • Your filing status is “Married Filing Separately”
  • You filing status is “Head of Household” and you actually are married (but not separated or divorced).

➤ If you are unable to transfer your tax information using the Data Retrieval Tool, you will need to use copies of your tax returns to fill out the FAFSA. If you need the Data Retrieval Tool completed for verification purposes, you will need to request a tax return transcript.

➤ If you are still having trouble with using the Data Retrieval, call the FAFSA hotline at 1-800-433-3243.
REQUEST TAX RETURN TRANSCRIPT TO BE MAILED


2. Under Tools, click on *Get a Tax Transcript*.

3. Click on *Get Transcript by Mail*, and then *Ok*.

4. Type in the required information and then click on *Continue*. *(You must enter the information listed under the primary taxpayer)*.

5. Under Type of Transcript, select *Return Transcript*.

6. Under Tax Year, select the correct tax year. *If you are using this transcript for your 2016-2017 FAFSA, you will need to select the 2015 tax year.*

7. Click on *Continue*.

8. A Tax Return Transcript will be mailed to the address you provided in approximately 5-10 days. Submit to the Financial Aid Office as soon as possible.