

Verification of Household Resources - DEPENDENT 2014-2015 Verification Worksheet Federal Student Aid



STEP 1 - STUDENT INFORMATION

Last Name	First Name	Student ID Number
Permanent Street Address	Apt. Number	City/State/Zip
Date of Birth		
Local Phone Number (Include Area Code)	Permanent Phone Number (Include Area Code)	Email Address

STEP 2 - FAMILY INFORMATION

List people in **your household**. Include:

- Yourself and your parent(s)/step-parent(s)
- Your parent(s) other dependent children, if any, if your parent(s) will provide more than half of their support from July 1, 2014 through June 30, 2015, or if the child would be required to provide your parent(s) information if they were filing a FAFSA for 2014 – 2015. 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 your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2015.

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 education institution between July 1, 2014, and June 30, 2015. ***If more space is needed, attach a separate page.***

Full Name	Age	Relationship	Name of College/Degree Program (If at least half-time 2014-2015)
		Self	SUNY Delhi

STEP 3 – CHILD SUPPORT **PAID** – CALENDAR YEAR 2013

Did your parent(s) pay child support because of divorce or separation during the calendar year 2013? (Do not include support for children included in household size in STEP 4)

_____ **YES**...Complete the table below and continue to STEP 4

_____ **NO**...Continue to STEP 4

Name of Person Listed in STEP 2 Who <u>PAID</u> Child Support	Name of Person to Whom Child Support was <u>PAID</u>	Name of Child for Whom Support Was <u>PAID</u>	Amount of Child Support <u>PAID</u> in 2013

STEP 4 – CHILD SUPPORT **RECEIVED** – CALENDAR YEAR 2013

Did your parent(s) receive child support because of divorce or separation during the calendar year 2013?

_____ **YES**...Complete the table below and continue to STEP 5

_____ **NO**...Continue to STEP 5

Name of Person Listed in STEP 2 Who <u>RECEIVED</u> Child Support	Name of Person for Whom Support Was <u>RECEIVED FROM</u>	Name of Child for Whom Support Was <u>RECEIVED</u>	Amount of Child Support <u>RECEIVED</u> in 2013

STEP 5 – PUBLIC ASSISTANCE INFORMATION IN CALENDAR YEAR 2013

Did any of the persons listed in STEP 2 of this worksheet receive Food Stamps, participate in the Supplemental Nutrition Assistance Program (SNAP), and/or participate in any cash assistance programs such as Temporary Assistance for Needy Families (TANF) in 2013.

___ **YES**...Please submit documentation of the receipt of the benefits listed above during 2013 ___ **NO**

STEP 6 – SOCIAL SECURITY INFORMATION – CALENDAR YEAR 2013

Did any of the persons listed in STEP 2 of this worksheet receive any social security benefits in the 2013 calendar year?

___ **YES**...Please submit documentation of the receipt of social security benefits during 2013 (1099 Form) ___ **NO**

STEP 7 – UNTAXED INCOME INFORMATION – CALENDAR YEAR 2013

Did any of the persons listed in STEP 2 of this worksheet receive any untaxed income or benefits in the 2013 calendar year such as disability, worker's compensation, or veteran non-education credit?

☐ **YES**...Please submit documentation of the receipt of any untaxed income or benefits during 2013 ☐ **NO**

STEP 8 – DEFERRED PENSION AND RETIREMENT – CALENDAR YEAR 2013

Did you make any payments to tax-deferred pension and/or retirement savings plans?

☐ **YES**...Please submit documentation of payments to tax-deferred pension or retirement savings plan during 2013 ☐ **NO**

STEP 9 – MONEY AND/OR FINANCIAL SUPPORT RECEIVED OR PAID ON STUDENT'S BEHALF – CALENDAR YEAR 2013

Has any money or financial support been received by student or paid on their behalf (e.g., payment of bills in student's name, rent-free housing, or providing student with groceries) and has not been reported elsewhere on this form.

☐ **YES**... Please submit documentation of the receipt of any money received or paid on student's behalf during 2013 ☐ **NO**

STEP 10 – STUDENT INCOME INFORMATION – CALENDAR YEAR 2013. Check the correct answer and provide all requested documents. Please note that you may be asked to submit additional documentation.

☐ I was not employed and had no taxable income in 2013. You may be asked to submit additional documentation.

☐ I worked but I did not and was not required to file (earned less than \$6,100.00) in 2013. You must **attach copies of all W-2 forms.**

☐ I filed a 2013 Federal Income Tax Return. **You MUST do ONE** of the following:

- 1- **Use the IRS Data Retrieval Tool** that is part of FAFSA on the Web. (This is the best way to verify income)
Go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax returns filers, and up to eight weeks for paper IRS tax return filers, **OR**
- 2- **Request a Tax Return Transcript** go to IRS.gov and click on the "Get Transcript of Your Tax Records" link. To retrieve your transcript immediately, click on "Get Transcript Online". Make sure to request the "**IRS tax return transcript**" and **not** the "IRS tax account transcript." To request your transcript by mail, call the ***IRS at 800-908-9946***

STEP 11 – PARENT INCOME INFORMATION – CALENDAR YEAR 2013. Check the correct answer and provide all requested documents. Please note that you may be asked to submit additional documentation.

☐ Neither parent listed in STEP 2 were employed and had no taxable income in 2013. Please submit a statement, signed by **you and your student**, explaining how you paid for household expenses in 2013.

☐ One or both parents worked but they did not and were not required to file in 2013. You must attach **copies of all W-2 forms** and/or other earning statements.

☐ One or both parents filed a 2013 Federal Income Tax Return. **ALL tax filers MUST do ONE** of the following:

- 1- **Use the IRS Data Retrieval Tool** that is part of FAFSA on the Web. (This is the best way to verify income)
Go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax returns filers, and up to eight weeks for paper IRS tax return filers, **OR**
- 2- **Request a Tax Return Transcript** go to IRS.gov and click on the "Get Transcript of Your Tax Records" link. To retrieve your transcript immediately, click on "Get Transcript Online". Make sure to request the "**IRS tax return transcript**" and **not** the "IRS tax account transcript". To request your transcript by mail, call the ***IRS at 800-908-9946***

STEP 11 – Certification and Signatures

By signing this worksheet, we certify that all the information reported on this form is complete and correct.

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

Parent's Signature

Date

Parent's Date of Birth

Parent's Social Security Number

RETURN TO: SUNY Delhi
Student Financial Services
454 Delhi Drive
Delhi, NY 13753

FAX TO: 607-746-4208

TAX RETURN FILERS: Please note that we cannot accept a signed copy of the tax return (1040) or the IRS Tax Account transcript to verify your income.

QUESTIONS? Call 607-746-4570