



# TEXAS SOUTHERN UNIVERSITY

## Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

### 2016-2017 Verification Worksheet Federal Student Aid Programs

### Dependent–Comprehensive Form

#### What is Verification?

Your application was selected for a review in a process called Verification by the U.S. Department of Education. The financial aid program rules (34 CFR, Part 668) say that before awarding federal student aid, TSU may ask you to confirm the information you and your parents reported on your FAFSA.

To verify that you provided correct information the financial aid administrator at Texas Southern University will compare your FAFSA with the information on this worksheet and with any other required documents. This information is required in addition to the information supplied during the completion of the FAFSA. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at TSU. If there are differences between the application information and the financial documents, corrections may need to be made to your application requiring your information to be reprocessed. You will receive an email notification or paper Student Aid Report from the U.S. Department of Education for your records.

#### What you should do

1. *Complete and sign the worksheet*—you and at least one parent.
2. Carefully review section C, submit the 2015 IRS tax return transcript or complete the IRS Data Retrieval process on the Free Application for Federal Student Aid (fafs).  
Submit the completed worksheet, federal tax return transcript(s), and any other documents to TSU. **Photocopies of the federal income tax return are not acceptable.**

**Processing of your financial aid application cannot be completed without your completed Verification Worksheet and review of information relating to the income and asset information supplied on the FAFSA.**

#### A. Student Information

_____ Last name	_____ First name	_____ MI	_____ ID Number
_____ Address (include apt. no.)			_____ Date of birth
_____ City	_____ State	_____ Zip code	_____ Phone number (area code)

#### B. Family Information

List the people in your parent's household, include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parents,
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents provide more than half of their support from July 1, 2016 through June 30, 2017, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.

Write the names of all household members, including yourself. Also write in the name of the college for any household member, excluding your parent, who will be attending college, at least half-time between July 1, 2016 and June 30, 2017, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Missy Jones (example)	18	Sister	Central University
		Self	Texas Southern University

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0041. The time required to complete this information collection is estimated to average twelve minutes including the time to review instructions, search existing data resources, and gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-5345.

**Please send your documents to:**  
**Texas Southern University**  
**Office of Student Financial Assistance**  
 3100 Cleburne Street • Houston, TX 77004



C. Student's Tax Form and Income Information (all applicants)

1. Complete this section if the student, FILED OR WILL FILE a 2015 income tax return with the IRS.

The most accurate method of entering income information into the FAFSA is by using the IRS Data Retrieval Tool in FAFSA on the Web. If the student has not already used the tool, 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. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. In most cases it takes 2 – 3 weeks after 2015 electronic IRS income tax return has been accepted by the IRS 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. Important Note: If the student filed, or will file, an amended 2015 IRS tax return, the student must submit a federal tax transcript.

A. CHECK ONLY ONE BOX BELOW THAT APPLIES:

- Checkboxes for: The student has used the IRS Data Retrieval Tool... The student has not yet used the IRS Data Retrieval Tool... The student is unable or chooses not to use the IRS Data Retrieval Tool... Check here if the student's IRS tax return transcript is attached to this worksheet. Check here if the student's IRS tax return transcript will be submitted to the student's school later.

To obtain an IRS tax return transcript, go to 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 IRS tax return filers, a 2015 IRS Tax Return Transcript may be requested from the IRS within 2 – 3 weeks after 2015 electronic IRS income tax return has been accepted by the IRS and up to eight weeks for paper IRS tax return filers.

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

A. CHECK ONLY ONE BOX THAT APPLIES:

- Checkboxes for: 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 the student's employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached.

Table with 4 columns: Sources, 2015 Amount, Sources, 2015 Amount. Includes a row with dollar signs.

3. Complete this section with information about the untaxed income received by the student during 2015.

A. List the Items reported in question 45 of the FAFSA. Funds received for child support, military allowances, clergy housing and living allowances and other untaxed income. (See worksheets A & B of the Free Application for Federal Student Aid (FAFSA).

Table with 4 columns: Source of Untaxed Income, 2015 Amount, Source of Untaxed Income, 2015 Amount. Rows include Child Support, Social Security, Welfare, and empty rows.

B. List items reported on or in question 44 of the Free Application for Federal Student Aid (FAFSA) in this section. These items should include Education Credits, Child Support paid, taxable earnings from Federal Work-Study, or other need based work programs, student grant, scholarship fellowship, and assistantship aid, including Ameri Corps awards that were reported in your adjusted gross income.

Table with 4 columns: Sources, 2015 Amount, Sources, 2015 Amount. Includes a row with dollar signs.

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004



D. Parent's Tax Form and Income Information (all applicants)

1. Complete this section if the parent, FILED OR WILL FILE a 2015 income tax return with the IRS.

The most accurate method of entering income information into the FAFSA is by using the IRS Data Retrieval Tool in FAFSA on the Web. If the student has not already used the tool, 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. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. In most cases it takes 2 – 3 weeks after 2015 electronic IRS income tax return has been accepted by the IRS 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. Important Note: If the student filed, or will file, an amended 2015 IRS tax return, the student must submit a federal tax transcript.

A. CHECK ONLY ONE BOX BELOW THAT APPLIES:

- Five checkboxes with corresponding text regarding the use of the IRS Data Retrieval Tool and submission of tax transcripts.

How to obtain a copy of the IRS Tax Account Transcript

To obtain an IRS tax return transcript, go to 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 IRS tax return filers, a 2015 IRS Tax Return Transcript may be requested from the IRS within 2 – 3 weeks after 2015 electronic IRS income tax return has been accepted by the IRS and up to eight weeks for paper IRS tax return filers.

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

B. CHECK ONLY ONE BOX THAT APPLIES:

- Two checkboxes with corresponding text regarding employment status in 2015.

Table with 3 columns: Employer's Name, 2015 Amount Earned, and IRS W-2 Provided? with 5 rows for data entry.



E. Parent's Other Information to Be Verified

Complete this section if someone in the parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time 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 1-800-4FED-AID (1-800-433-4243).

1. SNAP BENEFITS

Lists the names of the individuals listed in section B of this worksheet who received SNAP benefits in 2014 or 2015. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

Table with 4 columns: Name of Person Receiving SNAP Benefits, Relationship to Student, Year Benefits Received, Amount Received

2. UNTAXED INCOME

List items reported on or in question 93 of the Free Application for Federal Student Aid (FAFSA) in this section. These items should include Education Credits, Child Support paid, taxable earnings from Federal Work-Study, or other need based work programs, parent taxable student grant, scholarship fellowship, and assistantship aid, including AmeriCorps awards, and combat pay or special combat pay (taxable) that were reported in your adjusted gross income.

Table with 4 columns: Sources, 2015 Amount, Sources, 2015 Amount

3. CHILD SUPPORT PAID

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

Table with 4 columns: 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

4. List Items reported on or in question 94 on the Free Application for Federal Student Aid (FAFSA) in this section. Funds received for child support, military allowances, clergy housing and living allowances and other untaxed income. (See worksheets A & B of the Free Application for Federal Student Aid (FAFSA).

Table with 4 columns: Source of Untaxed Income, 2015 Amount, Source of Untaxed Income, 2015 Amount

F. Sign this Worksheet

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

By the signing this worksheet, we certify that all information reported on it is complete and correct. The student and at least one parent must sign.

Student Date

Parent Date





**G. 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 home school (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 home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student’s spouse or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

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

**H. Identity and State of Educational Purpose(To Be Signed at the Institution)**

The student must appear in person at Texas Southern University to verify his or her 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. Texas Southern University 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 institutional official, the following:

**I. Statement of Educational Purpose**

I certify that I \_\_\_\_\_, am the individual signing this  
*(print first and last name)*

Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Texas Southern University for the 2016-2017 award year.

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Student’s ID Number)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)