TSU
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

Independent–Verification of Untaxed Income

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 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 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*.
2. Carefully review section C and complete the IRS Data Retrieval or submit the 2015 IRS tax return transcript*.
3. 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 Social Security Number

____ ________________
Address (include apt. no.) Date of birth

____ ________________
City State Zip code Phone number (area code)

B. Family Information

List the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the child would be required to provide your information if they were completing a FAFSA for 2016 - 2017. 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, 2017.

Write the names of all household members. 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
		Self	Texas Southern University

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

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2014, multiply that amount by the number of months in 2015 you paid or received it. If you did not pay or receive the same amount each month in 2015, add together the amounts you paid or received each month.
If more space is needed, provide a separate page with the student's name and ID number at the top of the page.

C. Payments to tax-deferred pension and retirement savings

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Total Amount Paid in 2015
Total Amount of Pension and Retirement savings = $	

D. Child support received

List the actual amount of any child support received in 2015 for the children in your household. **Do not include** foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Amount of Child Support Received in 2015
Total Amount of Child Support Received = $		

D. Housing, food, and other living allowances paid to members of the military, clergy, and others.

Include cash payments and/or the cash value of benefits received.**<u>Do not include the value of on-base military housing or the value of a basic military allowance</u>** for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2015
Total Amount of Benefits Received = $		

G. Veterans Non-Education Benefits

List the total amount of veterans non-education benefits received in 2014. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. **<u>Do not include federal veterans educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill</u>**

Name of Recipient	Type of Veterans Non-education Benefit	Amount of Benefit Received in 2015
Total Amount of Veteran's Non-Education Benefits = $		

TSU
Texas Southern University
Office of Student Financial Assistance
Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

H. Other untaxed income

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

Do not include any items reported or excluded in A – D above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2015

I. Money received or paid on the student's behalf

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2015. Include support from a parent whose information was not reported on the student's 2016–2017 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student's parent whose information is reported on the student's 2016–2017 FAFSA**. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

Purpose: e.g., Cash, Rent, Books	Amount Received in 2015	Source

Additional information:

So that we can fully understand the student's family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veteran's education benefits, military housing, SNAP, TANF, etc.
If more space is needed, provide a separate page with the student's name and ID number at the top.

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2015

TSU

TEXAS SOUTHERN UNIVERSITY
Office of Student Financial Assistance
Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

Additional Information:

If you feel the Office of Student Financial Assistance is unable to capture an understanding of your family's financial situation by reviewing the data provided on this form alone, you may provide a written statement with additional information.

____
____
____
____
____
____
____
____
____
____
____
____
____
____
____
____
____
____
____
____
____
____
____

J. 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**

K. 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 2015-2016 award year.

_________________________________ _____________________________ ______/______/____________
(Student's Signature) (Student's ID Number) (Date)