



## 2017-18 INDEPENDENT STUDENT FAFSA VERIFICATION WORKSHEET

Your 2017-18 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." Federal law says that as part of the process of awarding federal student aid, Seattle University must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, Seattle University's Student Financial Services Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. If you have questions about verification, contact the Student Financial Services Office at 206-220-8020 or email [financialservices@seattleu.edu](mailto:financialservices@seattleu.edu) as soon as possible so that your financial aid will not be delayed.

### Instructions:

1. Complete the following items in ink. Please print.
2. Complete and sign the worksheet.
3. Using the contact information at the top of this page, mail, scan and email, or fax the completed worksheet to the Student Financial Services Office.

### SECTION A: STUDENT INFORMATION

**Check One:**  Continuing SU Student  New Undergraduate Student  New Graduate Student

_____ Last Name	_____ First Name	_____ M.I.	_____ SU Student ID
_____ Street Address (include apartment number)			_____ Student's Date of Birth
_____ City	_____ State	_____ Zip Code	_____ Student's Email Address
_____ Area Code and Home Phone Number			_____ Area Code and Cell Phone Number

### SECTION B: FAMILY INFORMATION

List below the name, age, and relationship of the people you will provide more than half of their support between July 1, 2017 and June 30, 2018. Include:

- Yourself and your spouse (if you are married).
- Your children, if any, if you will provide more than half of their support, or if the child would be required to provide your information if they were completing a FAFSA for 2017-18. 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, 2018.

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 educational institution any time between July 1, 2017 and June 30, 2018. *If more space is needed, attach a separate page with the student's name and SU ID number at the top.*

Full Name	Age	Relationship	College	Will be enrolled $\geq$ 1/2 time?
<i>EXAMPLE: Missy Jones</i>	<i>18</i>	<i>Daughter</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**SECTION C: STUDENT'S INCOME INFORMATION**

**Did you file 2015 Federal Income Taxes?**

- YES: Complete Option #1**
- NO: Proceed on to complete Option #2**

**OPTION 1 for TAX FILERS:** Provide the information below **IF THE STUDENT WAS REQUIRED TO FILE A 2015 TAX RETURN.**

**Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, they must contact the Student Financial Services Office before completing this section.

The best way to verify FAFSA 2015 tax return information is to use the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's 2017-18 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. It takes up to 2 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and 6-8 weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, contact Seattle University's SFS Office.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but **will use** the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**. You may obtain a copy of your Tax Return Transcript by going to [www.irs.gov](http://www.irs.gov) and selecting "Get Transcript of Tax Records" or by phone at 1-800-908-9946.
  - 2015 IRS Tax Return Transcript is attached with this document for submission.

**OPTION 2 for NON-FILERS:** Provide the information below **IF THE STUDENT WAS NOT REQUIRED TO FILE A 2015 TAX RETURN**

- I verify that I/(and my spouse, if applicable) did not file and was not required to file a 2015 Federal Income Return.

**Also check the box below that applies:**

- The student was not employed and had no income from work in 2015.
- I verify that I/(and my spouse, if applicable) earned income from work. (This includes income earned from foreign countries)
- If you have received W2s from income earned in 2015, check the box and **submit copies of W2s** from ALL sources of work income in 2015 (including wage statements from foreign earned income)

Employer's Name	2015 Amount Earned	IRS W-2 Attached
<i>EXAMPLE: Suzy's Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student's Name: \_\_\_\_\_ SU ID Number: \_\_\_\_\_

**SECTION E: CERTIFICATION AND SIGNATURES**

I certify that all of the information reported on this worksheet is complete and correct.

The student must sign and date this worksheet.

If married, the spouse's signature is optional.

**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

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

*Please be sure to make a copy of this worksheet for your records.  
Mail, scan and email, or fax the completed, signed worksheet to the SFS Office  
using the contact information given at the top of the first page.*