

Southwestern Illinois College
Office of Financial Aid and Student Employment
 2500 Carlyle Avenue • Belleville, IL 62221-5899
 866-942-SWIC (7942), ext. 5288 • 618-235-2700, ext. 5288 • Fax 618-235-3827

2014–2015 Institutional Verification Form--Dependent Student

Your 2014–2015 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, SWIC is required to compare your FAFSA with the information on this form and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **You must complete and sign this form, attach any required documents, and submit the form and other required documents to the financial aid office at SWIC. We may ask for additional information.** If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

PLEASE COMPLETE THIS FORM LEGIBLY IN **BLACK INK**.
 BE SURE TO ENTER YOUR NAME AND SWIC STUDENT ID NUMBER ON **ALL** PAGES.

A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s SWIC Student ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Cell or Alternate Phone Number

B. Dependent Student’s Family Information

List below the people in your **parent(s)’ household**. Only include:

- **Yourself** and **your parent(s)** (including a **stepparent**) even if you don’t live with your parent(s). Please refer to the 2014-15 FAFSA for directions concerning which parent(s) to report if this guidance is necessary, or contact our office for assistance.
- Your **parent’s other children** if your parent(s) will **provide more than half of their support** from July 1, 2014, through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014–2015. Include children who meet either of these standards even if they do not live with your parent(s).
- Other people **IF** they now live with your parent(s) **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. (**NOTE:** A supplemental form will possibly be requested regarding household members who fall in this “other people” category. You may wait to receive it after this FIVFD1 form is reviewed by our office, or, to save on processing time, you may contact us now to have it added to your To Do List immediately.)

***Only include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time, in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2014, and June 30, 2015. Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.**

Full Name (required)	Age (required)	Relationship to Student (required)	*College (Name and State) (IF attending between 7-1-2014 and 6-30-2015)	Will be Enrolled at Least Half Time <small>(Yes or No required if college was listed)</small>
<i>Missy Jones (example)</i>	<i>18 (example)</i>	<i>Sister(example)</i>	<i>Central University—Ohio (example)</i>	<i>Yes(example)</i>
		<i>Self</i>		

If necessary, attach a separate page with additional household members listed and the student’s name, SWIC ID number, and signatures at the top.

Student's Name: _____ SWIC ID Number: _____

C. Dependent Student's Income Information to Be Verified—Complete *either* Section C1 *or* Section C2.

1. **TAX RETURN FILER:** Complete this section (C1) **IF** you, the student, filed or will file a 2013 IRS income tax return.

Important! PLEASE NOTE:

- a.) Student, if you did file or will file an AMENDED 2013 IRS tax return (1040X) after you filed your original 2013 return, you must contact our office before completing the rest of this section to determine what tax documentation must be submitted.
- b.) Student, if your marital status changed after December 31, 2013, you must notify our office.

*The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If you have not already used the tool, go to FAFSA.gov, log in to your 2014-2015 FAFSA record and select "Make FAFSA Corrections." Contact the financial aid office if more information is needed about using the IRS DRT. In most cases, no further documentation is needed to verify 2013 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. **Note:** Some tax filers will be unable to use the IRS DRT.*

*In most cases, for **electronic** tax return filers, 2013 IRS income tax return information for the IRS DRT (or for a tax return transcript) is available within 2–3 weeks after the 2013 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 **paper** IRS income tax returns, the 2013 IRS income tax return information is available for the IRS DRT (or for a tax return transcript) within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.*

Student, if you filed or will file a 2013 income tax return with the IRS, check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2013 IRS income information into my 2014-2015 FAFSA. (If you used the DRT during the last two weeks, please write the date it was used here: _____)
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my 2013 IRS income tax return information into my 2014-2015 FAFSA once the 2013 IRS tax return has been filed and/or the IRS data becomes available. **YOUR FINANCIAL AID FILE WILL NOT BE ABLE TO BE VERIFIED UNTIL YOUR IRS INFORMATION HAS BEEN TRANSFERRED INTO YOUR FAFSA AND YOUR SUBSEQUENT STUDENT AID REPORT HAS BEEN RECEIVED BY OUR OFFICE.**
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead I will submit to SWIC my **2013 IRS tax return transcript**—NOT a photocopy of the income tax return. **For instructions on how to obtain a tax return transcript from the IRS, please refer to your eSTORM account, or to the financial aid pages on www.swic.edu.**
 - Check here if an IRS tax return transcript for 2013 is provided with this form.
 - Check here if an IRS tax return transcript for 2013 will be submitted to SWIC later. **Verification cannot be completed until the IRS tax return transcript has been submitted to SWIC.**

2. **TAX RETURN NONFILER**—Complete this section (C2) **IF** you, the student, will not file and are not required to file a 2013 income tax return with the IRS. (**Note:** We may require you to provide our office with official documentation from the IRS that 1) lists 2013 income received by you that was reported to the IRS, and/or 2) confirms that a 2013 income tax return was not filed with the IRS.)

Check the box that applies:

- The student was not employed and had no income earned from work in 2013.
- The student was employed in 2013, did not file a 2013 IRS tax return, and has listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. **Provide copies of all 2013 W-2 forms issued to you.** *List every employer even if the employer did not issue an IRS W-2 form.*

Employer's Name	2013 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

If necessary, attach a separate page with additional income listed and the student's name, SWIC ID number, and signature at the top.

Student's Name: _____ SWIC ID Number: _____

D. Parent's Income Information to Be Verified—Complete either Section D1 or Section D2. The instructions below apply to each parent included in the household in Section B of this form.

1. TAX RETURN FILERS: Complete this section (D1) **IF** the student's parent(s) filed or will file a 2013 income tax return with the IRS. **Important! PLEASE NOTE:**

- a.) Parent(s), if you did file or will file an AMENDED 2013 IRS tax return (1040X) after you filed your original 2013 return(s), you must contact our office before completing the rest of this section to determine what tax documentation must be submitted.
- b.) Parents (if two parents are listed in Section B), if you filed separate 2013 IRS tax returns, you must submit copies of both tax return transcripts to our office.
- c.) Parent(s), if your marital status changed after December 31, 2013, you must notify our office.
The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If you have not already used the tool, go to FAFSA.gov, log in to the student's 2014-2015 FAFSA record and select "Make FAFSA Corrections." Contact the financial aid office if more information is needed about using the IRS DRT. In most cases, no further documentation is needed to verify 2013 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. **Note:** Some tax filers will be unable to use the IRS DRT.

*In most cases, for **electronic** tax return filers, 2013 IRS income tax return information for the IRS DRT (or for a tax return transcript) is available within 2–3 weeks after the 2013 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 **paper** IRS income tax returns, the 2013 IRS income tax return information is available for the IRS DRT (or for a tax return transcript) within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.*

If the student's parent(s) filed or will file a 2013 income tax return with the IRS, check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2013 IRS income information into the student's 2014-2015 FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2013 IRS income information into the student's 2014-2015 FAFSA once the parent's IRS tax return has been filed and/or the IRS data becomes available. **YOUR FINANCIAL AID FILE WILL NOT BE ABLE TO BE VERIFIED UNTIL YOUR PARENT'S IRS INFORMATION HAS BEEN TRANSFERRED INTO YOUR FAFSA AND YOUR SUBSEQUENT STUDENT AID REPORT HAS BEEN RECEIVED BY OUR OFFICE.**
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to SWIC a copy of the parent's 2013 IRS tax return transcript(s)—NOT photocopies of the income tax return. **For instructions on how to obtain a tax return transcript from the IRS, please refer to the financial aid pages on www.swic.edu, or have the student obtain this information for you from his/her eSTORM account.**

If two parents are listed in Section B, and they filed separate 2013 IRS tax returns, 2013 IRS tax return transcripts must be provided for both.

- Check here if an IRS tax return transcript for 2013 is provided with this form.
- Check here if an IRS tax return transcript for 2013 will be submitted to SWIC later. **Verification cannot be completed until the IRS tax return transcript has been submitted to SWIC.**

2. TAX RETURN NONFILERS — Complete this section (D2) **IF** the student's parent(s) will not file and is/are not required to file a 2013 IRS income tax return. (**Note:** We may require you to provide our office with official documentation from the IRS that 1) lists parent's 2013 income received that was reported to the IRS, and/or 2) confirms that a 2013 income tax return was not filed with the IRS.)

Check the box that applies:

- Neither parent was employed, and no income was earned from work in 2013.
- One or both parents were employed in 2013, did not file a 2013 IRS tax return, and have listed below the names of all the parent's employers and the amount earned from each employer in 2013. **Attach copies of all 2013 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue an IRS W-2 form.**

Employee	Employer's Name	2013 Amount Earned	IRS W-2 Provided?
Mary Jones (example)	Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes (example)

If necessary, attach a separate page with additional income listed and the student's name, SWIC ID number, and signatures at the top.

Student's Name: _____ **SWIC ID Number:** _____

E. Parent's Other Information to Be Verified

1. Complete this section to certify that someone in the parent's household (as listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or **SNAP (formerly known as food stamps)**, or any of the additional benefits listed below, at any time during the 2012 or 2013 calendar years.

- Yes, one of the persons listed in Section B of this form received SNAP benefits in 2012 or 2013. **If asked, I will provide documentation of the receipt of SNAP benefits during 2012 and/or 2013.**
- Yes, one of the persons listed in Section B of this form received the federal benefits checked below in 2012 and/or 2013. **If asked, I will provide documentation of these federal benefits received during 2012 and/or 2013.**

Benefit(s) received: TANF WIC Free or Reduced Price Lunch SSI (Supplemental Security Income)

REQUIRED: Name(s) of the person(s) receiving each of these benefits during 2012 and/or 2013: _____

2. Complete this section if the student or student's parent (as listed in Section B) **PAID** child support in 2013. (This section is about 2013 only, not both 2012 and 2013.) **If asked, I will provide documentation of the payment of child support.**

Full Name of Person <u>In Your Household</u> Who Paid Child Support in 2013	Full Name of Person to Whom Child Support Was Paid in 2013 (Not the Child's Name)	Full Name of Child for Whom Child Support Was Paid in 2013 (Do Not Report Child Support Paid for Child Included in Your Household)	Amount of Child Support Paid for This Child in 2013
<i>Marty Jones (example)</i>	<i>Chris Smith (example)</i>	<i>Terry Jones (example)</i>	<i>\$6,000.00 (example)</i>

If necessary, attach a separate page providing all of the requested data along with the student's name, SWIC ID Number, and signatures at the top.

3. Complete this section regarding your/your parent's/your stepparent's (listed in Section B) 2013 active duty military status.

- a. Was the student, parent, or stepparent active duty military in 2013? Yes No
- b. If you answered 'Yes' to question 3a, who is the person in relation to you? Student Parent Stepparent
- c. If you answered 'Yes' to question 3a, what rank is this person? Enlisted Officer
- d. If you answered 'Yes' to question 3a, how many months active duty was this person during 2013? _____ months

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.
The student AND one parent MUST sign and date.

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

*Submit this form to the financial aid office at Southwestern Illinois College.
 You should make a copy of this form for your records.*