# 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

## 2015–2016 Institutional Verification Form--Dependent Student

Your 2015–2016 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 2015-2016 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, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. 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, 2016. (**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 FIVFD2 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.)

| Full Legal Name (required) | Age (required) | Relationship to Student (required) | *College (Name and State) (IF attending between 7-1-2015 and 6-30-2016) | Will be Enrolled at Least Half Time (Yes or No required if college was listed) |
|---|---|---|---|---|
| *Melissa Ann Jones (example)* | *18 (example)* | *Sister(example)* | *Central University—Ohio (example)* | *Yes(example)* |
| | | **SELF** | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

***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, 2015, and June 30, 2016. 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.**

**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 2014 income tax return with the IRS.
**Important! PLEASE NOTE:**
   **a.)** **Student, if you did file or will file an AMENDED 2014 IRS tax return (1040X) after you filed your original 2014 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, 2014,** 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 2015-2016 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 2014 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, and a select few that do will be asked to also provide tax return transcripts.

In most cases, for **electronic** tax return filers, 2014 IRS income tax return information for the IRS DRT (or for a tax return transcript) is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 **paper** IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT (or for a tax return transcript) within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

**Student, if you filed or will file a 2014 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 2014 IRS income information into my 2015-2016 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 2014 IRS income tax return information into my 2015-2016 FAFSA once the 2014 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 **2014 IRS tax return transcript—**NOT a photocopy of the income tax return. **For instructions on how to obtain a tax return transcript, visit swic.edu/financial-aid and click IRS Tax Transcript Request in the left hand column. If you need further assistance, contact the financial aid office.**

☐ *Check here if an IRS tax return transcript for 2014 is provided with this form.*

☐ *Check here if an IRS tax return transcript for 2014 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 2014 income tax return with the IRS. (**Note:** We may require you to provide our office with official documentation from the IRS that 1) lists 2014 income received by you that was reported to the IRS, and/or 2) confirms that a 2014 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 2014.

☐ The **student** was employed in 2014, did not file a 2014 IRS tax return, and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. **Provide copies of all 2014 W-2 forms issued to you**. *List every employer even if the employer did not issue an IRS W-2 form.* If you did not receive/cannot provide a W2 for income earned on any line, answer No in the last column, below, and briefly explain why.

| Employer's Name | Annual Amount Earned in 2014 | IRS W-2 Provided? Yes, or No/Why |
|---|---|---|
| *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 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 2014 income tax return with the IRS.
**Important! PLEASE NOTE:**

a.) **Parent(s), if you did file or will file an AMENDED 2014 IRS tax return (1040X) after you filed your original 2014 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 2014 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, 2014,** you must notify our office.

d.) **Parent(s), if two parents are listed in Section B, and one of you filed a 2014 federal tax return and one of you did not, SKIP AHEAD to the "Special Situation Only" section at the very end of Section D, and follow the instructions there.**

**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 2015-2016 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 2014 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, and a select few that do will be asked to also provide tax return transcripts.

In most cases, for **electronic** tax return filers, 2014 IRS income tax return information for the IRS DRT (or for a tax return transcript) is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 **paper** IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT (or for a tax return transcript) within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

**If the student's parent(s) filed or will file a 2014 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 2014 IRS income information into the student's 2015-2016 FAFSA. (If you used the DRT during the last two weeks, please write the date it was used here:_____)

☐ The student's **parent** has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2014 IRS income information into the student's 2015-2016 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 **2014 IRS tax return transcript(s)**—NOT photocopies of the income tax return. **For instructions on how to obtain a tax return transcript, visit swic.edu/financial-aid and click IRS Tax Transcript Request in the left hand column. If you need further assistance, contact the financial aid office.**

***If two parents are listed in Section B, and they filed separate 2014 IRS tax returns, 2014 IRS tax return transcripts must be provided for both.***

☐ *Check here if an IRS tax return transcript for 2014 is provided with this form.*

☐ *Check here if an IRS tax return transcript for 2014 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 2014 IRS income tax return. **Provide copies of all 2014 W-2 forms issued to your parent(s)**. *List every employer even if the employer did not issue an IRS W-2 form.* If you did not receive/cannot provide a W2 for income earned on any line, answer No in the last column, below, and briefly explain why.

For each parent in Section B who did not file a 2014 federal income tax return, complete the columns, below, for all income earned by the parent(s).

| Employee (Name of Parent) | Employer's Name | Annual Amount Earned in 2014 | IRS W-2 Provided? Yes, or No/Why |
|---|---|---|---|
| *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.*

(**Note:** We may require you to provide our office with official documentation from the IRS that 1) lists parent's 2014 income received that was reported to the IRS, and/or 2) confirms that a 2014 income tax return was not filed with the IRS.)

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

**Parent's Income Information to Be Verified—Section D Continued for Parent Tax Return NONFILERS**

**Check the box that applies:**

☐ **No parent listed in Section B was employed in 2014**/no income was earned from work in 2014. No parent 2014 federal tax return was or will be filed.

☐ **Each parent listed in the household in Section B was employed in 2014**, did not file a 2014 IRS tax return, and has listed on page 3 the names of all the parent's employers and the amount earned from each employer in 2014. **Copies of all 2014 IRS W-2 forms issued to the parent by employers are being provided to the financial aid office.**

☐ **One parent was employed in 2014, one was not employed in 2014, and neither parent filed a 2014 federal tax return**. The parent who was employed has listed income information on page 3, and is submitting all W2s as documentation. The name of the parent who had no earned income in 2014 is listed here: _____.

***SPECIAL SITUATION ONLY: If one parent listed in Section B of this form filed a 2014 federal tax return, and the other parent listed in Section B of this form did not file a 2014 federal tax return, check the box below, and *PROVIDE THE INFORMATION AND DOCUMENTATION AS REQUIRED FOR EACH PARENT*, accordingly. (If this situation does not apply, continue with D1 or D2, as appropriate, if you have not already done so.)**

☐ One parent filed a 2014 federal tax return, and the related information has been provided in Section D1, along with a copy of the tax return transcript. The other parent did not file a 2014 federal tax return. The non-filing parent's name is listed here: _____. That non-filing parent has reported income earned (if any) in Section D2, and is providing all W2s, if income was earned.

E. **Active Duty Military Status**--Complete this section regarding your/your parent's/your stepparent's (listed in Section B) 2014 active duty military status.

1. Was the student, parent, or stepparent active duty military in 2014? ☐ Yes ☐ No

2. If you answered 'Yes' to question E1, who is the person in relation to you? ☐ Student ☐ Parent ☐ Stepparent

3. If you answered 'Yes' to question E1, what rank is this person? ☐ Enlisted ☐ Officer

4. If you answered 'Yes' to question E1, how many months active duty was this person during 2014? _____ 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.***