



Your 2016-2017 Free Application for Federal Aid (FAFSA) was selected for review in a process called verification by the U.S. Dept. of Education. This is to ensure that your FAFSA was completed correctly. In order to satisfy the verification requirements you must:

- 1. Submit this Verification Worksheet, fully completed.
2. Utilize the IRS Data Retrieval Tool* for applicant, or parent or spouse, as applicable OR attach 2015 IRS Tax Return Transcripts** for applicant, parent or spouse, as applicable.
3. Ensure that all signatures are included on this form as necessary.

*If you did not utilize the IRS Data Retrieval Tool when you filed your FAFSA initially, you may submit a correction on FAFSA on the Web 1-2 weeks after the IRS accepts your tax return. There are some applicants not eligible to use the IRS Data Retrieval tool.

** Federal Regulations prevent us from accepting copies of Federal Tax Returns for verification purposes. The only exception to this is if your tax return is from Puerto Rico or a converted foreign income tax return. You may request a tax return transcript online at www.irs.gov, or request by phone 1-800-908-9946 or by mail using Form 4506-T.

A 2015 IRS Tax Return Transcript may be obtained through: Online Request: Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." or Telephone Request at 1-800-908-9946

Our office may update your FAFSA information if discrepancies are found with information submitted on this worksheet and your FAFSA entry or we may request more information if needed. If you have questions about verification, please contact our office as soon as possible so that your financial aid will not be delayed. Your forms may be faxed, emailed, or mailed to our office.

·210-436-3141(phone) ·210-431-2221(fax) ·finaid@stmarytx.edu ·Office of Financial Assistance, One Camino Santa Maria, San Antonio TX 78228

Student Information

Last Name First Name M.I. Student ID #

Address (include appt. no)

City State Zip Code Phone Number (include Area Code)

B. Family Information

If you are a DEPENDENT student, include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
• Your parent(s) other children, even if they don't live with your parent(s), if (a) your parents will 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 completing a FAFSA for 2016-2017, and
• 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, 2017.
• 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 a postsecondary educational institution any time between July 1, 2016, and June 30, 2017.

If you are an INDEPENDENT student, include:

- Yourself
• Your spouse (if you are married)
• Your and/or your spouse's children, if you will provide more than half of their support from July 1, 2016 through June 30, 2017,
• 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.
• 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, 2016, and June 30, 2017.

Table with 4 columns: Full Name, Age, Relationship, College. Includes example row: Missy Jones (example), 18, Sister, Central University.

C. Student's Income Information (check one only)

1. _____ I used the IRS Data Retrieval Tool (DRT) when I completed my FAFSA initially or have made a correction using the DRT on: _____ (Date Correction was submitted using the DRT). ****Your file will not be completed until correction is received in our office.**
2. _____ I am attaching my 2015 Tax Return Transcript. (Must be obtained directly from IRS, refer to Page 1 for instructions.)
3. _____ I did not file and am not required to file a 2015 Federal Income Tax Return. List below your employer(s) and any income received in 2015. **Copies of W-2 forms are required.**

Sources (Only if selecting #3)	Amount

D. Parent or Spouse Income Information (check one only)

1. _____ I used the IRS Data Retrieval Tool (DRT) when I completed my FAFSA initially or have made a correction using the DRT on: _____ (Date Correction was submitted using the DRT). ****Your file will not be completed until correction is received in our office.**
2. _____ I am attaching my 2015 Tax Return Transcript. (Must be obtained directly from IRS, refer to Page 1 for instructions.)
3. _____ I did not file and am not required to file a 2015 Federal Income Tax Return. List below your employer(s) and any income received in 2015. **Copies of W-2 forms are required.**

Sources (Only if selecting #3)	Amount

E. Other Information

1. Did you or anyone in your household receive food stamps in 2015?
 - No.
 - Yes.
2. Did you or anyone in your household pay child support in 2015?
 - No.
 - Yes. Fill out the following table. If you need additional space, attach a separate page.

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

F. Certification and Signature (Digital Signature Not Accepted)

I certify that all of the information reported on this worksheet is complete and correct. The student and, if dependent, at least one parent must sign and date. *Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.*

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature (required, if student is dependent) or
Spouse Signature (optional, if student is married)

Date