



V1-118

SUNY Potsdam Financial Aid
 44 Pierrepont Avenue
 Potsdam, NY 13676
 PH: 315-267-2162 FX:315-267-3067
 Email – finaid@potsdam.edu

2017-2018 VERIFICATION FORM - INDEPENDENT STUDENT

The U.S. Department of Education has selected your 2017–2018 Free Application for Federal Student Aid (FAFSA) for review in a process called verification. Because you were selected for federal verification, you must provide additional information before federal financial aid can be confirmed. To verify that you provided correct information on your FAFSA, we will compare it with the information on this worksheet and with any other required documents. If there are differences, we may need to correct your FAFSA. Corrections may result in adjustments to your financial aid and you will be notified of any changes to your eligibility. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office. We may ask for additional information. Failure to promptly provide all required documentation by the [deadline](#) may prevent us from processing federal aid for you or delay our ability to confirm your aid eligibility.

Independent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Potsdam ID
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Home and Cell Phone Number

A. Student’s Marital Status

On the date you (the student) submitted the 2017-2018 FAFSA, what was your marital status?

Check the box that applies:

Student’s Marital Status	You must provide information for:
<input type="checkbox"/> Married	Both you and your spouse
<input type="checkbox"/> Remarried (after being divorced or widowed)	Both you and your current spouse
<input type="checkbox"/> Never Married	Yourself (the student)
<input type="checkbox"/> Divorced or Separated	Yourself (the student)
<input type="checkbox"/> Widowed	Yourself (the student)
<input type="checkbox"/> Unmarried but living together	Yourself (the student)

B. Independent Student’s Household and Number in College Information

Use the table below to list the people in your parent(s)’ household and supported by parent(s)’ income.

Include:

- Yourself (the student).
- Your spouse if you are married.
- You and your spouse’s children, even if a child does not live with you, as long as you or your spouse will provide more than half of the children’s support from July 1, 2017 through June 30, 2018,
- Other people if they now live with you, and you and your spouse provide more than half of the other person’s support and will continue to provide more than half of that person’s 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 Potsdam ID at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)		Self	Central College	Y

C. Independent Student’s Income Information to Be Verified—The instructions below apply to both student and spouse, if the student is married.

Check the box that applies:

1. Tax Return Filer:

- Student (and spouse) has used the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student’s FAFSA.
- Student (and spouse) is unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript or SIGNED copy of the 2015 U.S. Tax Return.**
- Student and spouse filed separate 2015 IRS income tax returns; the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s) or SIGNED copy of 2015 U.S. Tax Returns must be provided for each.**

A **2015 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail -- Go to www.IRS.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE -- Go to www.IRS.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request – 1-800-908-9946 (use option 2 to request the Tax Return Transcript)
- Paper Request Form – Use the links to download IRS Form 4506T-EZ or IRS Form 4506-T
- Alternatively, you may submit a Signed copy of your 2015 U.S. Tax Return

When requesting transcripts, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return).

2. Non Tax Filer:

You must provide a SIGNED statement certifying that you and/or your spouse did not file a 2015 U.S. tax return and were not required to file a 2015 U.S. tax return. You must include all sources and amounts of income received in 2015.

- COMPLETE, SIGN and ATTACH the required [Statement](http://www.potsdam.edu/sites/default/files/NonTaxStudent.pdf) to this Verification Worksheet (<http://www.potsdam.edu/sites/default/files/NonTaxStudent.pdf>).

D. Student Tax Deferred Pension Payments:

- No, you did not** make Tax Deferred Pension Payments in 2015.
- Yes, you or your spouse made Tax Deferred Pension payments.** These amounts are reported on Form W-2 in boxes 12a through 12d, codes D, E, F, G, H, and S. **Don't include** amounts reported in code DD (employer contributions toward employee health benefits). You must provide your or your spouse's W-2.

____ Check here to confirm that you provided the **2015 W-2**.

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- F.** Please refer to the SUNY Potsdam Financial Aid [Verification web page](#) for **deadlines**, additional information and commonly asked questions (Q&As).

G. 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 <u>purposely</u> give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.
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Student's Signature

Date

You should make a copy of this worksheet and all forms submitted for your records.