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

**2017-2018 VERIFICATION FORM - DEPENDENT 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 and at least one parent 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.

**Dependent 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. Parent(s)’ Marital Status**

On the date you (the student) submitted the 2017-2018 FAFSA, what was the marital status of the parent(s) listed on the FAFSA. Please add date of status if requested.

**Check the box that applies:**

Parent(s) Marital Status	You must provide information for:
<input type="checkbox"/> Married	Both of the parents, whether biological, adoptive or stepparent (Mnth/Yr _____)
<input type="checkbox"/> Remarried (after being divorced or widowed)	Parent and (current) Stepparent (Month/Year _____)
<input type="checkbox"/> Never Married (and parents NOT living together)	The parent the student lived with most during the last 12 months before completing the FAFSA. If the student did not live with one parent more than the other, provide information about the parent who provided more financial support during the same 12 months, or during the most recent year that the student actually received support from a parent.
<input type="checkbox"/> Divorced or Separated	The parent the student lived with most during the last 12 months before completing the FAFSA. If the student did not live with one parent more than the other during the last 12 months before completing the FAFSA, provide information about the parent who provided more financial support during these same 12 months, or during the most recent year that the student actually received support from a parent. (Month/Year _____)
<input type="checkbox"/> Widowed	The surviving parent (Month/Year _____)
<input type="checkbox"/> Unmarried and both parents (biological or adoptive) are living together	Both of the parents

**B. Dependent 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 parent(s) (including a stepparent), even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s)’ will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children (including graduate students) 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, 2018.
- 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, 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. Parent’s Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**Check the box that applies:**

**1. Parent Tax Return Filer:**

- Parent(s) have 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.
- Parent(s) are 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**.
- Parents 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](http://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](http://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. Parent Non Tax Filer:**

You, the parent, must provide a SIGNED statement certifying that you 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/NonTaxParent.pdf) to this Verification Worksheet (http://www.potsdam.edu/sites/default/files/NonTaxParent.pdf).

**D. Parent Tax Deferred Pension Payments:**

- No, the parent did not** make Tax Deferred Pension Payments in 2015.
  - Yes, the parent(s) 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 W-2.
- \_\_\_\_ Check here to confirm that you provided the **2015 W-2.**

**E. Student's Income Information to Be Verified**

**Check the box that applies:**

**1. Student Tax Return Filer:**

- The student 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.
- 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) or SIGNED copy of 2015 U.S. Tax Return.**

**2. Student Non Tax Filer:**

You, the student, must provide a SIGNED statement certifying that you 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).

**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 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

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