TIPS FOR COMPLETING 2015-2016 VERIFICATION WORKSHEET #1

DO NOT LEAVE ANYTHING BLANK – ENTER N/A OR ZERO IF QUESTION DOES NOT APPLY

Notes for Section B: Family Information

<table>
<thead>
<tr>
<th>If you are a dependent student include:</th>
<th>If you are an independent student include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Yourself</td>
<td>1) Yourself</td>
</tr>
<tr>
<td>2) Your parent(s)</td>
<td>2) Your spouse (if married)</td>
</tr>
<tr>
<td>3) Your parent(s) dependent children</td>
<td>3) Your children</td>
</tr>
</tbody>
</table>

Special Notes:

- Include dependent children even if they don’t live with you or your parent, if more than 51% support was provided. If they will be in college from July 1, 2015-June 30, 2016 make sure the college is listed. Proof of enrollment may be required.
- Include dependents other than children only if they now live with you or your parents and more than 51% support was provided and support will continue from July 1, 2015-June 30, 2016.
- For dependent students: if both biological parents live in the household, both parents must be included, regardless of their marital status.
- For dependent students: if parents are divorced or separated, and do not live in the same household, only include the parent you are living with or last lived with or the parent that provided the most support over the past year.
- For dependent students: if parent is remarried, must include step parent in the household whether or not they supported you financially.

Notes for Section C: Income Information

Option 1: Filed taxes and used the IRS Data Retrieval

Option 2: Filed taxes and attached a signed copy of the TAX RETURN TRANSCRIPT FROM THE IRS

Option 3: Did not file taxes. *Must complete Section D

Notes for Section D: Income Information for Non-Filers Only

- Include any employment income received for the year based on 1099 and/or W-2 (include a copy of 1099 or W2)
- If you did not receive any income, you must write N/A *Additional information may be required

Notes for Section E: SNAP Benefits

- Either Yes or No for the previous two years
- If benefits were received, it must be signed by student (if independent) or parent (if dependent)

Notes for Section F: Child Support Received

- Only include child support paid
- Include the total amount paid for the year (ex: $100 per month X 12 months = $1200 for the year)
- Include N/A if no child support was paid

Notes for Section G: Untaxed Income

- IRA Distribution or Pension Distribution ROLLOVER only
- If it does not apply to student or parent, check No

Notes for Section H: Grants and Scholarships

- Only include what is reported as income on the Tax Return
- If taxes were not filed, the amount would be $0
- If Grants and/or scholarships were not included as income, the amount would be $0
- This does not apply to most students