

Your 2016-17 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “verification.” Federal law requires that the University of Indianapolis (UIndy) checks the accuracy of your reported FAFSA data by utilizing this worksheet along with your 2015 IRS federal tax return transcript information. It may also be necessary for you to submit additional verification documents. **No further action can be taken on your request for financial aid including all federal, state, or need-based University funds until you submit the required information and complete this process.** An official award letter will be sent once your aid eligibility can be established. Some FAFSAs are selected for verification **after** an award letter is sent. In these instances, verification information must still be collected and your aid eligibility reevaluated before your award status is final.

If there are differences between your FAFSA information and the verification documents, UIndy will make the necessary corrections electronically and submit them to the Federal Processing Center. You then will receive a Student Aid Report Acknowledgement from the Federal Processing Center to inform you of the corrections we made. Your financial aid awards may be adjusted because of the correction process.

SECTION A: INDEPENDENT STUDENT INFORMATION

Student's Name _____ Student ID# A

Student's Date of Birth _____ Email _____ Phone _____

SECTION B: VERIFICATION of 2015 INCOME INFORMATION

Instructions: **You, the student, as well as your spouse (if married), must provide 2015 income information.** For tax filers, 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. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Please consider which of the following options best fits your current 2015 tax filing status and select the best method for verification:

- You have used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into your FAFSA, or
- You have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into your FAFSA once your 2015 IRS income tax return has been filed, or
- You 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. If you did not file 2015 taxes, or are not required to file, you will provide income information with your Nontax Filer Proof of Income form.

A 2015 IRS Tax Return Transcript may be obtained through:

- Online request: Go to www.irs.gov, and under the “Tools” heading on the IRS homepage, 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.”
- Telephone request: 1-800-908-9946

Availability of 2015 IRS income tax return information: In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for paper filers, the 2015 IRS income tax return information is available for IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS.

Note: If you and your spouse filed separate IRS income tax returns for 2015 you will not be able to use the IRS DRT tool and must provide a tax return transcript for each of you. For those tax filers who must amend your 2015 federal tax form, experienced IRS identity theft, were granted an IRS tax extension, or had a change in marital status after December 31, 2015, please contact UIndy's Office of Financial Aid for specific instructions.

SECTION C: HOUSEHOLD MEMBERS & NUMBER IN COLLEGE

I. List the people in your household and include:

- yourself, (and your spouse, if married); and
- your children, if you (and your spouse) will provide more than half of their support from July 1, 2016, through June 30, 2017, even if the children do not live with you; and
- 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 from July 1, 2016, through June 30, 2017.

Write in the names and ages of all household members in the space(s) below. Also write in the relationship of each member to you, the student, and the name of the college for any household member who will be attending at least half time between July 1, 2016 and June 30, 2017, and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship to Student	College
		SELF	UIndy

SECTION D: SIGN THIS WORKSHEET

By signing and dating this worksheet, I certify that (1) I am the student and (2) all of the information reported on this form is complete and correct. (Warning: If you purposely give false or misleading information on this worksheet, under federal law you may be fined \$20,000, be sentenced to jail, or both.)

Student's signature _____ Date _____

Please make sure your signature is complete before submitting this form to the Office of Financial Aid.

*Return this form along with requested copies of your and/or your spouse's (if married) 2015 IRS federal tax return transcripts (if you transferred your tax data unaltered through the IRS Data Retrieval Tool you will not be asked to submit transcript copies) to the Office of Financial Aid, University of Indianapolis, 1400 East Hanna Avenue, Indianapolis, IN 46227, or fax to (317) 788-6136. **It is also important that you send all other requested verification documents.** Questions? Call (317) 788-3217 or 1-800-232-8634. If the Office of Financial Aid determines this form is incomplete, please indicate to which address this form should be mailed:*
