

Your 2017-18 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, although the best way to verify income is typically by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web, the tool is no longer available for 2017-18 use. If you were able to use the tool while still functional, 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 and your spouse, if married, filed separate IRS income tax returns in 2015 and thus would have been unable to use the IRS DRT in FAFSA on the Web. You will instead provide either a 2015 IRS Tax Return Transcript for each of you or a signed and dated copy of each of your 2015 tax return forms. *Note: For students and spouses who provided 2015 IRS Tax Return Transcripts during verification in 2016-17, you will NOT be asked to provide copies in 2017-18.*
- You and your spouse, if married, filed a joint 2015 IRS income tax return and have had a change in marital status after December 31, 2015. You will instead provide either a 2015 IRS Tax Return Transcript for both you and your spouse as listed in the FAFSA for 2017-18 and attach student and spouse W2s, or you may provide a signed and dated copy of each of your 2015 tax return forms along with student and spouse W2s.
- Neither you nor your spouse, if married, filed 2015 taxes, and were not required to file, and will instead 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

Note: For those tax filers with unusual circumstances such as an amended 2015 federal tax form, experienced IRS identity theft, or were granted an IRS tax extension beyond the automatic six-month extension period, 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, 2017, through June 30, 2018, 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, 2017, through June 30, 2018.

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, 2017 and June 30, 2018, 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:*
