Financial Aid Office

2016-17 STANDARD VERIFICATION WORKSHEET FOR INDEPENDENT STUDENTS

Your Free Application for Federal Student Aid (FAFSA) was selected for “Verification”, a process in which certain information provided on your FAFSA is reviewed for accuracy and completeness. The law requires us to verify this information before awarding and/or disbursing federal aid. You must return your completed Verification Worksheet and applicable tax documents in order for your financial aid to be finalized. Contact the Financial Aid Office in the Student HUB at 412-578-6389 or finaid@carlow.edu if you have any questions.

Last Name    First Name   MI    Carlow ID # or last 4 digits of SSN

Address (include apt. no.)        Date of Birth

City    State   ZIP Code    Phone number (with area code)

PART 1 – HOUSEHOLD MEMBERS AND NUMBER IN COLLEGE

List the names of the people in the student’s household. Include:

• The student.
• The student’s spouse, if the student is married.
• The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2016 through June 30, 2017, even if a child does not live with the student.
• Other people if they now live with the student and the student or spouse provides 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, 2017.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>Name of College</th>
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</thead>
<tbody>
<tr>
<td>Self (The student)</td>
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<td>Carlow University</td>
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Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.
PART 2 – STUDENT INCOME

The instructions below apply to the student and spouse, if the student is married.

A. Student Tax Filers – Complete this section if the student (and spouse) filed or will file a 2015 IRS income tax return.

Check the applicable box:

- Student (and spouse) used the IRS Data Retrieval Tool to transfer 2015 IRS income tax return information to the FAFSA.
- Student (and spouse) did not use the IRS Data Retrieval Tool and the 2015 IRS Tax Return Transcript is attached. Order tax transcript at www.irs.gov. If student and spouse filed separate returns, a tax transcript must be provided for each.

B. Student Non-tax Filers – Complete this section if the student will not file and is not required to file a 2015 income tax return.

Check the applicable box:

- Student (and spouse) was not employed and had no income earned from work in 2015.
- Student and/or spouse were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student by their employers.] List every employer even if the employer did not issue an IRS W-2 form.

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>Annual Amount Earned in 2015</th>
<th>2015 W-2 form</th>
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Total Amount of Income Earned From Work $

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

PART 4 – SNAP (Food Stamps)

For the purpose of completing the following questions, student’s household pertains to all family members listed in Part 1 of this Verification Worksheet. SNAP is the Supplemental Nutrition Assistance Program.

Check the applicable box:

- The student certifies that a household member received benefits from SNAP, sometime during 2014 or 2015.
- The student certifies that no household member received benefits from SNAP sometime during 2014 or 2015.

Note: We may require documentation from the agency that issues SNAP.

PART 5 - CHILD SUPPORT PAID

Did the student and/or spouse who is a member of the student’s household in Part 1 pay child support in 2015?

- Yes
- No
If “YES” list below the names of the persons who paid the child support, the names of the adult to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If more space is needed, provide a separate page that includes the student’s name and ID number. **Do not include Child Support paid for individuals who are included in your household in Part 1.**

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Adult to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support was Paid</th>
<th>Age of Child</th>
<th>Amount of Child Support Paid in 2015</th>
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**Note:** *We may require additional information, such as a signed statement from the individual receiving the child support certifying the amount of child support received, or copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.*

**PART 6 – CERTIFICATION & SIGNATURES**

Each person signing below certifies that all of the information reported is true and accurate.

Student Signature

__________________________

Student Email

__________________________

Student Phone

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Return to:  
Carlow University  
Financial Aid Office  
Student HUB  
3333 Fifth Avenue  
Pittsburgh, PA 15213