2016- 2017 Dependent Student Verification Instructions

Financial Aid Department
800 Main Street, room C-019
Pewaukee, WI 53072
262.691.5436 (Phone); 262.691.5123 (Fax)
money@wctc.edu

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) has been selected for verification. Verification is a process to ensure that all of the information entered into your FAFSA is correct. *You are required to complete the Dependent Verification Worksheet on the next page and submit your and your parent(s)'s 2015 tax information.* Federal regulations require us to collect this documentation and complete the verification process before we can process a financial aid award for you for the 2016-17 award year. Your FAFSA will be corrected with any necessary changes as a result of this review process. Please read the following information on this page and the Verification Worksheet carefully.

If you and/or your parent(s) filed or are required to file a federal income tax return for 2015, you will need to submit tax information for 2015 to the Financial Aid Department. **The Department of Education requires that your and/or your parent(s)' tax information come directly from the IRS.** There are two options to obtain your tax information from the IRS: using the IRS Data Retrieval Tool on the FAFSA website or contacting the IRS for a Tax Return Transcript for 2015. Instructions for both options are listed below.

Instructions to Use the IRS Data Retrieval Tool

- Go to www.fafsa.gov.
- Click **Login** and log in with your information.
- Click **Make a Correction/Update to Your FAFSA.**
- Navigate to the **Financial Information** section; update the tax completion status to "Already completed" if you have not done so yet.
- You will be prompted to answer three questions regarding your tax return. You must be able to answer NO to each of them. After doing so, click **LINK TO IRS.**
- Your FAFSA will be saved and you will be transferred to the IRS website. On the IRS website, **enter the requested information exactly as it appears on your tax return.**
- Once the IRS has validated your identification, your IRS tax information will display. Click the check box beneath the **Transfer My Tax Information into the FAFSA** and then click **Transfer Now.**
- You will be returned to the FAFSA website. DO NOT MAKE ANY FURTHER UPDATES TO YOUR FINANCIAL INFORMATION. Navigate to the **Sign and Submit** section.
- Enter your **FSA ID,** click the **Agree** button below the disclaimer box, and click **SUBMIT MY FAFSA NOW.** A new transaction of your FAFSA should be transmitted to the Financial Aid Office within a few days that will note that you have successfully used the IRS Data Retrieval Tool.

Instructions to Request Tax Return Transcript from IRS

There are a variety of ways to contact the IRS to request a Tax Return Transcript for 2015. You may have to wait to receive the Tax Return Transcript through the mail. The methods and their wait times are listed below:

- **By website:** Visit www.irs.gov/Individuals/Get-Transcript. Will receive same day if requesting online view, will take 5-10 business days if requesting by mail.
- **By telephone:** Contact the IRS at 1.800.908.9946. Will take 10 business days by mail.
- **In person:** Visit the local IRS office in Milwaukee at 211 W. Wisconsin Ave. They are open Monday through Friday from 8:30 a.m. to 4:30 p.m. **An appointment must be made.** Call 1.844.545.5640 to schedule one.
- **Paper-request form:** Complete and fax a 4506T-EZ request form directly to the IRS at 559.456.5876. 4506T-EZ request forms can be picked up at the WCTC Enrollment Center. It will typically take the IRS 4-6 weeks to process a 4506T-EZ request form.

Once you have received the Tax Return Transcript, please submit it to the Financial Aid Department in person, by email to money@wctc.edu, or by fax to 262.691.5123.

WAUKESHA COUNTY TECHNICAL COLLEGE

2016- 2017 Dependent Student Verification Worksheet

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Pewaukee, WI 53072
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A. Student Information

Last name | First name | M.I. | Student ID number

Address (include apt. number) | Email address | Birthdate

City | State | ZIP code | Phone number (include area code)

B. Household Information

1. List yourself below:

Full Name	Age	Name of College
		WCTC

2. List your parent(s) below, including stepparent: If your parents are separated or divorced, include only the parent/stepparent whose information you were required to provide on the financial aid application.

Full Name	Age	Relationship to Student

Read Carefully:

3. List your parent(s)' other children below if your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017 or if the children would be required to provide parental information when applying for Federal Student Aid, even if they don't live with your parent(s). Do not include foster children.

4. Include other people only if they live with your parent(s) and receive more than half of their support from your parent(s), and will continue to receive this support from July 1, 2016 through June 30, 2017.

5. Write in the name of the college for those who will be attending college at least half-time between July 1, 2016 and June 30, 2017 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship to Student	Name of College

6. If your parent(s) have children not listed as part of the household above that they paid child support for due to a legal requirement in 2015, please complete this section. Enter N/A if not applicable.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2015

2016- 2017 Dependent Student Verification Worksheet *(continued)*

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C. Additional Information

Did anyone in Section B (Questions 1-5) of this worksheet receive SNAP (formerly known as Food Stamps) benefits in 2014 or 2015? You may be asked to provide documentation. ☐ Yes ☐ No

D. Student's Tax Transcript and Income Information

1. Check **only one** box below:

- ☐ Check here if you used the **IRS Data Retrieval Tool** on the FAFSA and did NOT change the data retrieved by the IRS. This is the recommended method. Please see instructions on cover page.
- ☐ Check here if you are attaching your **2015 Federal IRS Tax Return Transcript.** A free Tax Return Transcript can be obtained from the IRS. Please see instructions on cover page.
- ☐ Non-Tax Filers: Check here if you will not file and are not required to file a 2015 U.S. Income Tax Return. If you earned income from work in 2015, **you must provide copies of W-2s for any and all employers.**

2. List any income you received in 2015 that was **not** reported on your federal tax return below:

Sources (e.g. child support, financial assistance, etc.)	2015 Income
	$
	$

E. Parent(s)' Tax Transcript and Income Information

1. Check **only one** box below:

- ☐ Check here if your parent(s) used the **IRS Data Retrieval Tool** on the FAFSA and did NOT change the data retrieved by the IRS. This is the recommended method. Please see instructions on cover page.
- ☐ Check here if your parent(s) are attaching their **2015 Federal IRS Tax Return Transcript.** A free Tax Return Transcript can be obtained from the IRS. Please see instructions on cover page.
- ☐ **Non-Tax Filers:** Check here if your parent(s) will not file and are not required to file a 2015 U.S. Income Tax Return. If your parent(s) earned income from work in 2015, **you must provide copies of W-2s for any and all employers.**

2. List any income your parent(s) received in 2015 that was **not** reported on their federal tax return below:

Sources (e.g. child support, financial assistance, etc.)	2015 Income
	$
	$

F. Sign This Worksheet *(Requires student signature and at least one parent signature)*

Verification documents should be submitted within two weeks from the date you receive this worksheet. Loans cannot be certified if verification documents are submitted on or after your last date of attendance.

By signing this worksheet, you and your parent(s) certify that all information reported to qualify for federal student aid is complete and correct.

WARNING: If you or your parent(s) purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student _____ Date _____

Parent _____ Date _____

Return all required verification documents to the Financial Aid Department.

WAUKESHA COUNTY TECHNICAL COLLEGE