

### What is Verification?

Your application was selected by the U.S. Department of Education for review in a process called "Verification". The Office of Financial Aid is required to verify certain items that were listed on your FAFSA. If there are differences between your application information and the documents you submit, your application may need to be corrected. **The Office of Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.**

### What Are the Steps?

1. Complete the IRS Data Retrieval Tool (DRT) through FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov). This will need to be done for the student tax filer, along with their spouse, if applicable.
2. **If you cannot complete Step 1**, you may order a TAX RETURN TRANSCRIPT from the Internal Revenue Service online at [www.irs.gov](http://www.irs.gov). Most people will have the option to either print out a copy of their Tax Return Transcript after setting up a User ID or to have a copy of the Tax Return Transcript mailed out to them.
3. Complete and gather the required signatures for this worksheet and return it, along with any other required documents to the Office of Financial Aid.

## A. STUDENT AND FAMILY INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student's Last 4 of SSN
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are 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 the children do 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 people's support and will continue to provide more than half of their support through June 30, 2017.

Write the names of **all** family members including **yourself** that would qualify under the standards noted above. For the Number in College: Include below information about, any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2016, and June 30, 2017, include the name of the college.

*If you need more space, attach a separate page with the student's name at the top.*

Full Name	Age	Relationship	College
Marty Jones (example)	28	Wife	Central University
		Self	

## B. SNAP BENEFITS INFORMATION

Did the student, parent(s), or any other members of your household that were included in the chart above receive benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps, at any time during the 2014 or 2015 years?

☐ Yes ☐ No

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### C. CHILD SUPPORT INFORMATION

Did you or your spouse pay child support in 2015?

☐ Yes

☐ No

If you checked "YES", please fill out the chart below:

Name of the Person Who Paid Child Support	Name of the Person to Whom Child Support Was Paid	Name of the Child For Whom Support Was Paid	Amount of Child Support Paid in 2015

### D. STUDENT'S INCOME INFORMATION – Check the box that applies

- ☐ The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* at [www.fafsa.gov](http://www.fafsa.gov) to transfer the 2015 IRS income tax return information into the student's FAFSA.
- ☐ The student has 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 the student's FAFSA once the 2015 IRS income tax return has been filed. I understand this will cause my financial aid file to be incomplete until it is resolved.
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. I understand that a copy of the 2015 Federal Tax Transcript (NOT the Account Transcript) can be requested from [www.irs.gov](http://www.irs.gov).  
☐ The 2015 Tax Return Transcript is attached.  
☐ The 2015 IRS Tax Return Transcript will be provided later.
- ☐ I was not required to file a 2015 Federal Income Tax Return. [If you've checked this box, please list sources and amounts of any earned income received in 2015 and attach any corresponding W-2s.]
- ☐ Check this box if you were not employed and had no income earned from work in 2015.

Complete this table only if you checked the third box above. Employer's Name	2015 Amount Earned	Has an IRS W-2 been received? (If so, please attach.)
ABC Company (example)	\$2,132.47(example)	Yes(example)

### C. CERTIFICATION

I certify that all the information reported to qualify for Federal student aid is complete and correct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*Submit this worksheet to the financial aid office at:*

**FINLANDIA**  
UNIVERSITY

**OFFICE OF FINANCIAL AID**  
601 Quincy Street  
Hancock, MI 49930  
906.487.7240 or 906.487.7261  
Fax: 906.487.7383, Attn: Financial Aid  
Email: [financialaid@finlandia.edu](mailto:financialaid@finlandia.edu)

*You should make a copy of this worksheet for your records.*