Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student’s Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Phone Number (include area code)</th>
<th>Student’s Alternate Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Dependent Student’s Family Information

List below the people in your parent(s)’ household. Include:
- Yourself and your parent(s) (including a stepparent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>18</td>
<td>Sister</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
C. Parents Income Information to Be Verified

1. TAX RETURN FILERS—Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015, filed an AMENDED 2015 IRS tax return or had a change in marital status after the end of the 2015 tax year on December 31, 2015.

Complete this section if the parents filed or will file a 2015 IRS income tax return(s). 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. Your parent will need their Social Security Number, date of birth, and the address used when filing taxes. 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. Contact the financial aid office if more information is needed about using the IRS DRT. The school cannot complete the verification process until the parent(s) IRS information has been transferred into the student’s FAFSA OR until the parent(s) IRS tax return transcript(s) have been submitted to the student’s school.

Check the boxes that apply:

☐ The parents have used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student’s FAFSA. Your school will use the IRS information that was transferred in the verification process.

☐ The parents 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 the student’s FAFSA once the 2015 IRS income tax return has been filed. To use the IRS DRT, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections”, and navigate to the Financial Information section of the FAFSA. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to 2-3 weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

If you and your spouse filed separate 2015 tax returns, Tax Return Transcripts must be submitted for both of you.

☐ The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and will provide the school a 2015 IRS Tax Return Transcript(s)—not a photocopy of their income tax return. To obtain a 2015 IRS Tax Return Transcript, go to www.IRS.gov and click on the following: 1) “Get Transcript of your Tax Records” link, 2) Get Transcript by MAIL, 3) Enter your information in required fields, 4) Select Return Transcript to be mailed to you.

You can also request a paper copy of your tax transcript by calling the IRS at 1-800-908-9946.

☐ Check here if the 2015 IRS tax return transcript(s) is attached to this worksheet.

☐ Check here if the 2015 IRS Tax Return Transcript(s) will be submitted to your school later.

2. NONTAX FILERS—ONLY Complete this section if the student’s parent(s) will not file and is not required to file a 2015 income tax return with the IRS.

Check the box that applies:

☐ The parent(s) was not employed and had no income earned from work in 2015.

☐ The parent(s) was employed in 2015 and has listed below the names of all the parent’s employers and the amount earned from each employer in 2015. Attach copies of all 2015 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2015 Amount Earned</th>
<th>IRS W-2 Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00 (example)</td>
<td>Yes (example)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
D. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—Important Note: If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

Complete this section if the student, filed or will file a 2015 IRS income tax return. 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. You will need your Social Security Number, date of birth, and the address used when filing your taxes. Contact the financial aid office if more information is needed about using the IRS DRT. Your school cannot complete the verification process until your IRS information has been transferred into your FAFSA OR until the IRS tax return transcript(s) has been submitted to your school.

Check the boxes that applies:

☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into the student’s FAFSA. Your school will use the IRS information that was transferred in the verification process

☐ The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income tax return information into the student’s FAFSA once the 2015 IRS income tax return has been filed. To use the IRS DRT, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections “, and navigate to the Financial Information section of the FAFSA. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

☐ I the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web and will provide the school a 2015 IRS tax return transcript(s)—not a photocopy of my income tax return. To obtain a 2015 IRS Tax Return Transcript, go to www.IRS.gov and click on the following: 1) “Get a Tax Transcript” link, 2) Get Transcript by MAIL, 3) Enter your information in required fields, 4) Select Return Transcript to be mailed to you.

You can also request a paper copy of your tax transcript by calling the IRS at 1-800-908-9946

☐ Check here if the student’s 2015 IRS tax return transcript is provided.

☐ Check here if a 2015 IRS Tax Return Transcript(s) will be provided later.

2. NONTAX FILERS—ONLY complete this section if the student, will not file and is not required to file a 2015 income tax return with the IRS.

Check the box that applies:

☐ The student was not employed and had no income earned from work in 2015.

☐ The student was employed in 2015, has listed below the names of all the student’s employers, and the amount earned from each employer in 2015. Provide copies of all 2015 IRS W-2 forms issued to the student by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2015 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00(example)</td>
<td>Yes(example)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
E. Other Information to Be Verified

1. Did someone in the parent’s household (listed in Section B) receive benefits from the Supplemental Nutrition Assistance Program (SNAP) any time during the 2014 or 2015 calendar years? SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

☐ No, go to # 2.

☐ Yes - documentation of the receipt of SNAP benefits during 2014 and/or 2015 is attached.

2. Did one of the parents (listed in Section B) or the student pay child support in 2015?

☐ No, go to Section F.

☐ Yes, please complete section below and submit documentation of the payment of child support*.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Age of Child Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones</td>
<td>Chris Smith (example)</td>
<td>Terry Jones</td>
<td>2 years</td>
<td>$6,000.00</td>
</tr>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

*Documentation, such as:

- Statement from Child Support Office; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made; or
- A signed statement from the individual receiving the child support certifying the amount of child support received.

F. High School Completion Status (Student)

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2016–2017:

- A copy of the student’s high school diploma.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student’s General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student’s parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.
G. **Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student **must appear in person** at **SOUTHEAST ARKANSAS COLLEGE** to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the following:

**Statement of Educational Purpose**

I certify that I (Print Name) ______________________________ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **SOUTHEAST ARKANSAS COLLEGE** for 2016–2017.

(Student’s Signature)   (Date)   Student’s ID number

H. **Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent must sign and date.

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**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

---

Student’s Signature   Date

Parent’s Signature   Date

Return to the SEARK Financial Aid Office, by email, fax, regular mail, or in person.

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