



## 2016-2017 Household Size/Income Verification Form

Your 2016–2017 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Print your name and student ID number in ink on all documents; please do not leave any questions blank. *Allow 2-4 weeks for processing after all documents are submitted.* Periodically check [Banner Web-My Info](#) for an award letter or status update.

### A. Student Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### B. Family Information

List the people that you (and your parents) will support between July 1, 2016 and June 30, 2017. Include:

1. Yourself and your spouse, if married
2. Your dependent children (if you provide more than half their support)
3. Your parents, if you are dependent (see *Note* below)
4. Your parent's dependent children

**Include other people as part of your family only if:**

They lived with you (or your parents) and received more than half their support from you (or your parents) at the time you completed your student aid application AND they will continue to get more than half their support from you (or your parents) from July 1, 2016 through June 30, 2017.

**Who is considered a parent?**

"Parent" refers to a biological or adoptive parent. Grandparents, foster parents, legal guardians, older siblings, and uncles or aunts are not considered parents on this form unless they have legally adopted you. If your legal parents are living and married to each other, answer the questions about both of them. If your legal parents are not married and live together, answer the questions about both of them. In case of divorce or separation, give information about the parent you lived with most in the last 12 months. If you did not live with one parent more than the other, give information about the parent who provided you the most financial support during the last 12 months or during the most recent year you received support. If your divorced or widowed parent has remarried, also provide information about your stepparent.

*(Note: Dependency rules for financial aid are different than income tax filing status. Individuals born **before** January 1, 1993 are independent based on age. Independent students do not have to report information about parents. Individuals born **after** January 1, 1993, are dependent students **unless** married or have children they support more than 50%. Several other situations will allow a dependent student to be treated as independent for financial aid purposes.*

Write the names of all family members. Also write in the name of the college for any family member 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	Birthdate (mmddyy)	Relationship To Student	College Attending
		Self	Great Falls College

Use additional paper if necessary

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## Important Information about Tax Return Data

**Tax return data is only permitted to be submitted to the school via: IRS Data Retrieval Tool on the FAFSA or IRS Tax Return Transcript.** The school no longer accepts tax returns.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student (and parent) has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. You will need your Social Security Number, date of birth, filing status and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). It takes up to two weeks after filing taxes for IRS tax return information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. .

To obtain an IRS tax return transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on the "Get Transcript of your Tax Records" link. Make sure to request the "IRS tax return transcript" and **not** the "IRS tax account transcript." You will have the option to view and print your transcript immediately or request a transcript be sent via mail. It takes up to two weeks after filing taxes for IRS tax return information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. You may also visit your local IRS office and request a tax transcript.

**Note: If you AMENDED** a 2015 U.S. Income Tax Return you must provide 2015 Federal IRS Tax Return Transcript **and** IRS Tax Account Transcript.

### C. Student/Spouse Tax Forms and Income Information

- Check here if you filed a 2015 U.S. Income Tax Return (includes IRS forms 1040, 1040A, 1040EZ or foreign income tax return) **and completed the IRS Data Retrieval Tool** to retrieve and transfer 2015 IRS income to your FAFSA.
- Check here if you filed a 2015 U.S. Income Tax Return (includes IRS forms 1040, 1040A, 1040EZ or foreign income tax return) **and did not complete the IRS Data Retrieval Tool** to transfer information. **Attach 2015 Federal Tax Return Transcript (tax returns not accepted).**
- Check here if you will not file, and are not required to file, a 2015 U.S. Income Tax Return. **Attach copies of all 2015 W-2 Forms issued to the student and/or spouse.**

Name of Employer/Source of Income	Total Received in 2015
Student's:	
Spouse's:	

### D. Parent Tax Forms and Income Information

**(Dependent Students Only)**

Parent's Current Marital Status (check one):     Single     Married     Divorced     Separated     Widowed  
 Unmarried, but living together (student's biological or adoptive parents ONLY)

Effective Date of Marital Status: \_\_\_\_\_

- Check here if your parent(s) filed a 2015 U.S. Income Tax Return (includes IRS forms 1040, 1040A, 1040EZ or foreign income tax return) **and completed the IRS Data Retrieval Tool** to retrieve and transfer 2015 IRS income to your FAFSA.
- Check here if your parent(s) filed a 2015 U.S. Income Tax Return (includes IRS forms 1040, 1040A, 1040EZ or foreign income tax return) **and did not complete the IRS Data Retrieval Tool** to transfer information. **Attach 2015 Federal Tax Return Transcript (tax returns not accepted).**
- Check here if your parent(s) will not file, and are not required to file, a 2015 U.S. Income Tax Return. **Attach copies of all 2015 W-2 Forms issued to the parent and/or spouse.**

Name of Employer/Source of Income	Total Received in 2015
Parent 1	
Parent 2:	

### E. Certification and Signatures

I hereby certify that all the information reported is complete and correct.

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_