



2017 – 2018 Academic Year Verification Worksheet

What is Verification?

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) has been selected by the United States Department of Education for a process called “Verification”. The Office of Student Financial Aid must compare the data on your FAFSA with the information you provide on this worksheet and supplemental documents. If there are differences between your application information and the documents you submit, your application will need to be corrected. The Office of Student Financial Aid cannot make any federal financial aid disbursements available to you until all the Verification requirements have been met and the necessary corrections have been made.

What should you do?

1. *Complete and sign* this worksheet. **Please read each question carefully.**
2. *Submit* the completed and signed Verification Worksheet and copies of the following documents to the **Office of Student Financial Aid:**
 1. Your and your parents’ signed copy of the 2015 FEDERAL TAX RETURN.
 2. Copies of all of your and your parents’ 2015 W-2 forms. *Submit* the completed Verification Worksheet as well as all documents to the following address:

Washington College
Office of Student Financial Aid
300 Washington Avenue
Chestertown, MD 21620

PART A: STUDENT INFORMATION

Last Name				First Name	MI	Washington College ID #	
Street		City			State	Zip	
Student’s e-mail address:		Student’s Cellphone #:			Home Phone#:		
Parent’s e-mail address		Parent’s Cellphone#:					

PART B: FAMILY Information (check appropriate box)

- Dependent Students:** List all of the people in your household between July 1, 2017 and June 30, 2018. Include yourself, your parents, and your parents' other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents and will receive, and continue to receive, more than half their support from them between July 1, 2017 and June 30, 2018. If you need more space, attach a separate page.
- Independent Students:** List the people that you (and your spouse) will support between July 1, 2017 and July 30, 2018. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support from July 1, 2017 and June 30, 2018. If you need more space, attach a separate page.

Full Name	Age	Relationship to student	College or University (if will be attending at least half-time)	Undergraduate or Graduate	Expected Month and Year of Graduation
		Self	Washington College	Undergraduate	/
					/
					/
					/
					/
					/

PART C: NON-FILERS AND ADDITIONAL UNTAXED INCOME

For those people who did not, and are not required to, file a 2015 Federal Income Tax Return per the IRS regulations:

1) Please check the appropriate box.

- Student:** Check here if you, the student, are not filing and are not required to file a 2015 federal tax return.
- Parent(s):** Check if you, the students' parent(s) are not filing or are not required to file a 2015 federal tax return.

2) Attach All copies of 2015 W-2 form(s) and **other earnings statements**. If your W-2 is not available, the student/parent(s) must submit a signed statement that indicates the name and address of the employer and the total wages earned in 2015. Attach signed statements to the Verification Worksheet.

DO NOT LEAVE THESE FIELDS BLANK. Indicate “not applicable” by using \$0.

Additional untaxed income received in 2015

Student

Parent

1.	Payments to tax deferred pensions and savings plans (paid directly or withheld from savings. Amounts are usually reported on W-2 Forms in Boxes 12a-12d, codes, D, E, F, G, H, and S.	\$	\$
2.	Child support received for all children in 2015. Do not include adoption or foster payments.	\$	\$
3.	Housing, food, and other living allowances paid to members of the military, clergy or others. Do not include the value of on-base military housing or a basic military allowance for housing.	\$	\$
4.	Veteran’s non-education benefits such as Disability, Death Pension, or Dependency & Indemnity. Compensation (DI) and/or VA Educational Work-Study Allowances.	\$	\$
5.	Other untaxed income not reported, such as worker’s compensation, disability, untaxed portions of Health Savings Accounts from IRS Form 1040 Line 25, etc. DO NOT INCLUDE SOCIAL SECURITY	\$	\$
6.	Money received, or paid on your behalf, not reported elsewhere on this form if provided by someone other than the parent(s) listed on the FAFSA. (Examples include cash and gifts, plus housing, food and clothing, car payments or expenses, medical and dental care, college costs. Any bills that were paid on your behalf. Money from a non-custodial parent that is not part of a federal child support agreement is untaxed income to the student.	\$	XXXXXXXXXXXX

PART D: REQUIRED-AUTHORIZATIONS AND SIGNATURES

By signing, I (we) certify that all the information reported on this worksheet is correct to the best of our knowledge. If in the process of reviewing all the information we have submitted, the personnel in the Washington College Office of Student Financial Aid notice an error, we give them permission to submit the correction of the FAFSA directly to the U.S. Department of Education.

Student Signature

Date

Parent Signature

Date

Verification FAQ

What is Verification and why was my FAFSA selected?

Verification is a process where the financial aid office reviews the accuracy of the data submitted on the FAFSA. The United States Department of Education randomly selects a certain percentage of FAFSA applications for Verification. Schools can also select a FAFSA for Verification. If your FAFSA is selected you will be required to gather certain documentation and submit it to the financial aid office by the posted deadline or risk a delay in the award and disbursement of your financial aid.

How will I be notified that I am selected for Verification?

New applicants will receive a 2017-2018 Verification Worksheet in with the award letter packet. Also, the paper award letter will contain a notice that the award is preliminary until Verification is complete. Returning students will receive an email to their Washington College email address from the Office of Student Aid.

How will I know what I need to send?

The required items are noted on the Verification Worksheet. Also, you can log into WebAdvisor and see what is missing, waived or received under Forms Needed/Received.

What happens if there are discrepancies found during Verification?

If discrepancies are found as a result of Verification, the Office of Student Aid is required to make the corrections and send your FAFSA to the Department of Education for reprocessing. You will be notified that a correction has been made. How will they be notified? If your award requires updating new students will be sent an updated paper award letter by mail and returning students will be advised to review their updated award letter on WebAdvisor.