



### 2016-2017 Verification Worksheet

Your financial aid application was selected for review. We will be comparing your FAFSA information with tax information that you submitted to the IRS. The university has the right to review this information prior to awarding federal aid (34 CFR, Part 668). If corrections are necessary, we will notify the federal processors and send you a revised offer of financial aid indicating any changes in aid eligibility.

**Return this form to the Office of Student Financial Aid and Scholarships within 30 days.**

Certain funds are limited. Even if you meet our FAFSA priority deadline of March 1<sup>st</sup>, you are still at risk of losing priority funding if information is not supplied to our office in a timely manner.

Student Name

UO ID

#### A. Family Information

List the people in your household. Include:

- a. **Yourself and your spouse,**
- b. **Your children,** if you will provide more than half of their support from July 1, 2016 – June 30, 2017, or
- c. **Other people** who live with and will receive more than half of their support from you from July 1, 2016 – June 30, 2017

List the names of all household members below and whether the household member is attending college at least ½ time. Attach a separate sheet if you need additional space.

Full Name	Age	Date of Birth	Relationship to Student	College (if applicable)
			Self	University of Oregon

#### B. Independent Student’s and Spouse’s Income Information

Check only one box:

<input type="checkbox"/>	<b>Recommended Method:</b> The student has used the <b>IRS Data Retrieval Tool in FAFSA</b> to transfer 2015 IRS income tax return information into the student’s FAFSA. <i>For instructions, see the bottom of page 2.</i>
<input type="checkbox"/>	The student’s <b>2015 IRS Tax Return Transcript</b> (NOT the income tax return) is attached to this worksheet. <i>For instructions, see the bottom of page 2.</i>
<input type="checkbox"/>	The student had <b>no income, will not file, and was not required to file</b> a 2015 income tax return.

Last Name: \_\_\_\_\_

UO ID: \_\_\_\_\_

The student was **employed in 2015, but will not file, and was not required to file** an income tax return. *List the names of all of the student’s employers, the amount earned from each employer in 2015 and attach the IRS W-2 forms. Please include every employer, even if they did not issue an IRS W-2 form.*

Employer’s name	Amount earned in 2015	IRS W-2 Attached?
Suzy’s Auto Body Shop (example)	\$2000.00 (example)	Yes (example)

**Submit all required verification documents within 30 days.**

By signing this worksheet, I certify that all the information reported is complete and correct. I understand that I may lose consideration for limited funds if I do not submit all verification documents in a timely manner.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

**Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

**\*\*The Data Retrieval Tool and Tax Return Transcripts are generally available within 2-3 weeks if taxes are filed electronically, and 6-8 weeks if filed by paper.\*\***

**Instructions for using the IRS Data Retrieval Tool (Recommended Method):**

- Log in to the student’s 2016-2017 FAFSA application.
- Select “Make FAFSA Corrections”.
- Navigate to the Financial Information section of the Application. Follow instructions to determine if the student is eligible to use the IRS Data Retrieval Tool (It takes up to two weeks for the IRS income information to be available for the IRS Data Retrieval Tool for electronic tax return filers, and up to eight weeks for paper IRS return filers).

**Options for obtaining an IRS Tax Return Transcript:**

- **Online Request** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- **Telephone Request** - 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

*Important: In the event of a tax amendment, tax extension, foreign tax return, or the student or parent was a victim of identity theft, please contact the Office of Student Financial Aid and Scholarships for further instructions.*

**Office of Student Financial aid and Scholarships**  
1278 University of Oregon, Eugene OR 97403-1278  
T (541) 346-3221 | Fax (541) 346-1175

**Service | Support | Success**  
<http://financial.uoregon.edu>  
Email: [financialaid@uoregon.edu](mailto:financialaid@uoregon.edu)