

Rhode Island School of Design

2017-2018 Dependent Verification Worksheet

Your 2017–2018 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 are required to 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 Student Financial Services as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

_____ Last Name	_____ First Name	_____ M.I.	_____ RISD ID
_____ Street Address (include apt. no.)			_____ Date of Birth
_____ City State Zip			_____ Email Address
_____ Home Phone Number (include area code)			_____ Cell Phone Number

B. Dependent Student's Family Information

List below the people in the parents' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parents(s).
- The parents' other children if the parents will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

For any household member, excluding the parents, 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, 2017, and June 30, 2018, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
Mary Jones (Sample)	18	Self	Central University	Yes

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.

Student's Name: _____

RISD ID: _____

C. Dependent Student's Income Information to be Verified

Instructions: All students MUST report their tax return status by checking one of the four options below.

If the student filed or will file a 2015 income tax return with the IRS, 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 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact Student Financial Services if more information is needed about using the IRS DRT.

If you cannot use the IRS Data Retrieval Tool you must submit an IRS Tax Return Transcript. To request an IRS Tax Return Transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. ***Please be sure to request the Tax Return Transcript.*** It takes up to two weeks for the IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filer.

If you have or are going to file an amended tax return or you have been the victim of tax identify theft you cannot use either option above and must contact Student Financial Services.

Student Tax Filing Status: Check only one box

- ☐ I have filed a 2015 Federal tax return and used (or will use) the IRS Data Retrieval Tool at FAFSA.gov
- ☐ I have filed a 2015 Federal tax return and will submit (or is attached) to the school a 2015 IRS tax return transcript
- ☐ I am not filing a 2015 Federal tax return because I did not work in 2015
- ☐ I am not filing a 2015 Federal tax return because I am not required to file. I have listed all of my employers below and attached all 2015 W-2 forms

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

Student's Name: _____

RISD ID: _____

D. Parent's Income Information to be Verified

Instructions: All parents MUST report their tax return status by checking one of the four options below.

If the student's parent(s) filed or will file a 2015 income tax return with the IRS, 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 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic filers, 2015 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact Student Financial Services if more information is needed about using the IRS DRT.

If you cannot use the IRS Data Retrieval Tool you must submit an IRS Tax Return Transcript. To request an IRS Tax Return Transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. ***Please be sure to request the Tax Return Transcript.*** It takes up to two weeks for the IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filer.

If you have or are going to file an amended tax return or you have been the victim of tax identify theft you cannot use either option above and must contact the Student Financial Services.

Parent(s) Tax Filing Status: Check only one box

- ☐ I have filed a 2015 Federal tax return and used (or will use) the IRS Data Retrieval Tool at FAFSA.gov
- ☐ I have filed a 2015 Federal tax return and will submit (or is attached) to the school a 2015 IRS tax return transcript
- ☐ I am not filing a 2015 Federal tax return because I did not work in 2015
- ☐ I am not filing a 2015 Federal tax return because I am not required to file. I have listed all of my employers below and attached all 2015 W-2 forms

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

E. Certification and Signatures

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

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

Student's Signature

Date

Parent's Signature

Date

Return this worksheet to:
Rhode Island School of Design
Student Financial Services
Two College Street
Providence, RI 02903
f: (401) 454-6412 e: financialaid@risd.edu