



INDEPENDENT VERIFICATION WORKSHEET (V6) 2016 – 2017

HOUSEHOLD RESOURCES VERIFICATION

Your application for financial aid was selected for review in a process called “**Verification**”. Please submit the documentation as soon as possible but no later than 120 days after your last day of enrollment, or by September 2017, whichever occurs first. No funds will be disbursed until the verification process is completed. Failure to complete the verification process by the deadline will result in your ineligibility for Title IV funds for the award year. The law states we have the right to ask you for this information before awarding any federal aid. If there are differences between the information supplied on your federal application and your financial documents, we will need to correct this information. *We must review the required information under the financial aid program rules (34 CFR, Part 668).*

The Department of Education has requested that the institution verify certain items for a student selected for this review. All of the verification items are listed on this Worksheet and must be verified to determine Title IV eligibility.

To review the status of your awards, please visit your GCU Student Portal at <http://my.gcu.edu>.

** The 2015 IRS Tax Transcript will not be necessary if you and/or your spouse were able to retrieve your tax information using the IRS Data Retrieval Tool when completing the 2016-2017 FAFSA and no changes were made after the information was retrieved.

Regardless if you used the IRS Data Retrieval Tool, W-2s are required from all household members including you and your spouse from all employers.

All fields are required to be completed. If you have any questions, please contact your GCU Student Services Advisor.

A. Student Information

STUDENT NAME: _____ GCU STUDENT NUMBER: _____

Address: _____ Date of Birth: _____

City: _____ State: _____ Zip: _____ Phone No.: _____

B. Family Information

List the people in your household. Include:

- Yourself
- Your spouse (if married)
- Your children, if any, if you will provide more than half of their support from July 1, 2016 through June 30, 2017, even if they do not live with you. If your child is between the ages of birth and one year, please list the age as "1"
- Any unborn child who is scheduled to be born between July 1, 2016 through June 30, 2017 should be listed with an age of "0" with the relationship noted as "unborn child"
- Other people if they lived with you and received more than half their support from you and will continue to receive more than half their support from you through June 30, 2017

Full Name	Age	Relationship	Full Name of College (No Acronyms)*
		Self	Grand Canyon University

*Siblings must be enrolled at least half time as a 'regular' student in a degree/certificate granting program between July 1, 2016 and June 30, 2017.

C. Source of Income – Student: COMPLETE EITHER SECTION 1 OR SECTION 2

Instructions: The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. 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 three weeks for IRS income 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.

1. Student: Tax Filer

Check the box that applies:

- ☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my 2016-2017 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. GCU will use the IRS information that was transferred in the verification process. **W-2s are required from all employers.**
- ☐ I have not yet filed but will use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my FAFSA once I have filed a 2015 IRS tax return. See above for instructions on how to use the IRS Data Retrieval Tool. **W-2s are required from all employers.**
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2015 IRS tax return transcript - NOT a photocopy of the income tax return**. To obtain an IRS tax return transcript, call 1-800-908-9946 or go to www.irs.gov and click on "Get a Tax Transcript by Mail" under "Tools" then click on the "Get Transcript by MAIL" button. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). Make sure to request the "Return Transcript" and not the "Account Transcript." It takes up to three weeks for income information to be available for electronic filers and up to eight weeks for paper filers. **W-2s are required from all employers.**
- ☐ Check here if your IRS tax return transcript(s) is attached to this worksheet
- ☐ Check here if your IRS tax return transcript(s) will be submitted to GCU later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to GCU.

2. Student: Non-Tax Filer Complete this section if C.1 above did not apply and you will not file and were not required to file a 2015 income tax return with the IRS.

- ☐ I was not employed and had no income earned from work in 2015, **OR**
- ☐ I was employed in 2015 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2015. **W-2s are required from all employers.**

DO NOT leave the section below blank. Enter "none" if you did not earn income in 2015 or enter the amount of income earned during 2015

Student's Source of Income	2015 Amount	W-2 Attached? If not, why?
	\$	
	\$	
	\$	
	\$	

D. Source of Income – Spouse: COMPLETE EITHER SECTION 1 OR SECTION 2**1. Spouse: Tax Filer**

Check the box that applies:

- ☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my 2016-2017 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. GCU will use the IRS information that was transferred in the verification process. **W-2s are required from all employers.**
- ☐ I have not yet filed but will use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my FAFSA once I have filed a 2015 IRS tax return. See above for instructions on how to use the IRS Data Retrieval Tool. **W-2s are required from all employers.**
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2015 IRS tax return transcript - NOT a photocopy of the income tax return**. To obtain an IRS tax return transcript, call 1-800-908-9946 or go to www.irs.gov and click on "Get a Tax Transcript by Mail" under "Tools" then click on the "Get Transcript by MAIL" button. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). Make sure to request the "Return Transcript" and not the "Account Transcript." It takes up to three weeks for income information to be available for electronic filers and up to eight weeks for paper filers. **W-2s are required from all employers.**
- ☐ Check here if your IRS tax return transcript(s) is attached to this worksheet
- ☐ Check here if your IRS tax return transcript(s) will be submitted to GCU later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to GCU.

STUDENT NAME: _____ GCU STUDENT NUMBER: _____

2. **Spouse: Non-Tax Filer** Complete this section if D.1 above did not apply and you will not file and were not required to file a 2015 income tax return with the IRS.

- ☐ I was not employed and had no income earned from work in 2015, **OR**
☐ I was employed in 2015 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2015. **W-2s are required from all employers.**

DO NOT leave the section below blank. Enter "none" if you did not earn income in 2015 or enter the amount of income earned during 2015

Spouse's Source of Income	2015 Amount	W-2 Attached? If not, why?
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

E. Additional Information: COMPLETE SECTION 1 AND SECTION 2

1. Supplemental Nutrition Assistance Program (SNAP)

Please indicate below if someone in the household (listed in **Section B**) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.

- ☐ At least one of the persons listed in **Section B** of this worksheet received SNAP Benefits in 2014 or 2015.
OR
☐ None of the household members listed in **Section B** of this worksheet received SNAP Benefits in 2014 or 2015.

2. Child Support Paid

Please indicate below if student and/or spouse paid child support in 2015.

- ☐ Neither I nor my spouse paid child support in 2015.
OR
☐ I and/or my spouse listed in **Section B** of this worksheet paid child support in 2015. I have indicated below the name of the person who paid the child support, to whom the child support was paid, the name and age of the child for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. **Note: Please provide the additional information below only if the child is not reported in Section B of this form.**

Full Name of Person Who Paid Child Support	Full Name of the Person to Whom Child Support was Paid	Full Name of Child for Whom Support Was Paid	Age of Child	Amount of Child Support Paid in 2015

F. Other Untaxed Income for 2015

Where a response is requested, if any item does not apply, enter "N/A" for Not Applicable or enter \$0 in an area where an amount is requested. Do not leave the field blank.

If more space is needed, provide a separate page with your name and GCU Student Number at the top of the page.

1. Payment to tax-deferred pension and retirement savings

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

<i>Full Name of Person Who Made the Payment</i>	<i>Total Amount Paid in 2015</i>

TOTAL: _____

2. Child support received

List the actual amount of any type of child support received in 2015 for the children in your household.

Do not include foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

<i>Full Name of Adult Who Received the Support</i>	<i>Full Name of Child for Whom Support Was Received</i>	<i>Amount of Child Support Received in 2015</i>

TOTAL: _____

3. Housing, food, and other living allowances paid to members of the military, clergy, and others

Include cash payments and/or the cash value of benefits received. **Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

<i>Full Name of Recipient</i>	<i>Type of Benefit Received</i>	<i>Amount of Benefit Received in 2015</i>

TOTAL: _____

4. Veterans non-education benefits

List the total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. **Do not include** federal veterans educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill.

<i>Full Name of Recipient</i>	<i>Type of Veterans Non-educational Benefit Received</i>	<i>Amount of Benefit Received in 2015</i>

TOTAL: _____

5. Additional untaxed income

List the amount of other untaxed income not reported and not included elsewhere on this form. Include untaxed income such as cash earned from work that was not reported on taxes, worker's compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

Do not include any income items reported in Sections C and D of this form or in items 1-4 of Section F above. In addition, if you have student aid, federal & state tax refunds, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels, these will be reported on items 7 and 8 below.

<i>Full Name of Recipient</i>	<i>Type of Other Untaxed Income</i>	<i>Amount of Other Untaxed Income Received in 2015</i>

TOTAL: _____

6. Money received or paid on behalf of the household

List any money received or paid on the student's behalf (e.g. payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the household received in 2015. Include support from a parent whose information was not reported on the student's 2016-2017 FAFSA. If someone is paying rent, utility bills, etc., for the household or gives cash, gift cards, etc., include the amount of that person's contributions.

Amounts paid on the household's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

<i>Purpose: e.g., Cash, Rent, Books</i>	<i>Source</i>	<i>Amount Received in 2015</i>

TOTAL: _____

7. Federal Means-tested Public Benefits Programs

List any type of support received by household members from the Means-tested Federal Benefits Program including Temporary Assistance to Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Supplemental Security Income (SSI); Free or Reduced Price School Lunch; and/or Women, Infants, and Children (WIC).

<i>Full Name of Recipient</i>	<i>Program from which Support was Received (e.g. SNAP, TANF, WIC)</i>	<i>Amount of Financial Support Received in 2015</i>

TOTAL: _____

8. Additional resources

So that we can fully understand your family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, such as financial aid stipends that will be used for living expenses, Section 8 housing, alimony, foster care payments received, adoption payments received, federal veterans education benefits, military housing, federal & state tax refunds, untaxed Social Security benefits, Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, credit for federal tax on special fuels, etc. **If disability is reported, please note the type of disability benefit (e.g. "SSD" for Social Security Disability).**

If more space is needed, provide a separate page with your Name and GCU Student Number at the top of the page.

<i>Full Name of Recipient</i>	<i>Type of Financial Support</i>	<i>Amount of Financial Support Received in 2015</i>

TOTAL: _____

TOTAL OF ITEMS 1-8 IN SECTION F : _____

Comments:

***Note:** The automatic calculation above will not include additional income/resources reported on a separate page. If a separate page is used, please manually update the sum.*

G. Certification and Signature (Handwritten Signature Required – Typed/Electronic Signature Not Accepted)

By signing below the student certifies that all of the information reported is complete and correct.

Student Signature: _____

Date: _____

WARNING: If false or misleading information is given on this worksheet, student/parent may be fined, sentenced to jail, or both.