

# (FVWD17) Parent Verification Worksheet

2016-2017

University of South Florida  
University Scholarships & Financial Aid Services • 4202 East Fowler Avenue, SVC 1102 • Tampa, Florida 33620-6960

Student's Name: \_\_\_\_\_

USF ID: U \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**IMPORTANT:** This form must be completed (including any attachments) and submitted to USFAS immediately, but no later than:  
**November 6, 2016 for fall 2016      March 25, 2017 for spring 2017      July 8, 2017 for summer 2017**

Your student's Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Federal regulations require that we check the accuracy of the information provided on the 2016-2017 FAFSA. Final eligibility for aid cannot be determined until the documentation we request has been received and reviewed.

## Parent's/Step-parent's Family Information - DO NOT LEAVE BLANK:

List below the people in your household. Include:

- Each parent in the household.
- Your children, even if they don't live with you, if
  - (a) you will provide more than half of their support from July 1, 2016 through June 30, 2017; or if,
  - (b) they would be required to provide parental information if they were completing a 2016-2017 FAFSA.
- Other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.
- Do not include foster children.

Include the name of the college for any household member, excluding yourself and your spouse, 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, 2016 and June 30, 2017. *If more space is needed, attach a separate page with the student's name and University ID number at the top.*

Full Name	Age	Relationship	College (if applicable and at least half-time)
		Parent 1 (father/mother/step-parent)	<i>Not Applicable</i>
		Parent 2 (father/mother/step-parent)	<i>Not Applicable</i>
		Student (Son/Daughter)	<i>University of South Florida</i>

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## Parent's/Step-parent's Income Information (write student's name and USF ID# on every page)

You must check one box.

- ☐ I/We used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into my student's FAFSA, and did not make any changes to this information. **(Copies of IRS tax return transcripts are not required.)**
- ☐ I/We have not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income tax return information into my student's FAFSA once 2015 IRS tax return(s) are filed. **(Copies of tax transcripts are not required if IRS data is successfully transferred using the retrieval tool.)**
- ☐ I/We did not use the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into my student's FAFSA, or changes were made to the transferred information.

Submit a copy of your (and your spouse's, if married) 2015 IRS Tax Return Transcript(s), or a tax return from Puerto Rico or a foreign income tax return. If you need a copy of your IRS tax return transcript, visit the IRS website at [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link or call 1-800-908-9946.  
**Be sure to order the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript".**

- ☐ I/We had no income earned from work in 2015.
- ☐ I/We had income earned from work but am/are not required to file a 2015 income tax return with the IRS.

*If you check this box you must enter income information below, listing the names of all employers.  
Provide copies of all 2015 IRS W-2 forms. List every employer even if the employer did not issue an IRS W-2 form.*

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

## Parent's/Step-parent's Signature

By signing this worksheet, I certify that all the information reported is complete and correct. At least one parent must sign.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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