

**2017-2018 Institutional Verification Form (Parent)**

Your student's Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification (CFR Title 34, Part 668). In this process, Iowa State University will be comparing information from your student's FAFSA with copies of student's and parent's 2015 Federal IRS Form 1040, W-2 forms, or other financial documents. If there are differences between your student's FAFSA information and verification documents provided, the Office of Student Financial Aid may make corrections to your student's FAFSA using the information provided in the verification process. **The legal parent(s) on the FAFSA should be the parent(s) to complete and sign this form.**

**Parent Information: The legal parent(s) listed on the FAFSA**

Parent(s) Name: \_\_\_\_\_

Parent(s) Phone: \_\_\_\_\_ Parent(s) Email: \_\_\_\_\_

**Parent(s) Marital Status:**

- If the student's parent(s) are separated or divorced, answer the questions concerning the parent with whom the student lived with the most in the past 12 months or during the most recent year in which the student lived with a parent. This parent is the student's legal parent (biological and/or adoptive), and should also be the parent listed on the FAFSA.
- If the student's legal parent is remarried, complete this form with information pertaining to the legal parent and stepparent. The stepparent should also be listed on the FAFSA.
- Include same-sex parents who were married in a state that recognizes same-sex marriage.
- Include both parents if living together but not married.
  - Parent(s) are: Mother- Father- Stepmother- Stepfather- (check all that apply)
  - As of today, the current marital status of the legal parent(s) is:  
Never Married- Married- Remarried- Separated- Divorced- Widowed- Unmarried but living together-
  - Date of the legal parent's marital status: \_\_\_\_\_ OR Does not apply-   
(i.e. date legal parent(s) was married, divorced, separated, etc. Do not use today's date).

**Family and Household Information**

The legal parent's household can include:

- The student and the legal parent/stepparent(s).
- The legal parent/stepparent(s) other children, **if** they will receive more than half of their support from the legal parent/stepparent(s) 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 a child does not live with the parents.
- Other dependents, **if** they now live with the legal parent/stepparent(s), **and** currently receive more than half of their support from the legal parent/stepparent(s), **and** will continue to do so from July 1, 2017 through June 30, 2018.

Full name of family members in the household. Start with student(s).	Relationship to Student	Birthday mm/yy	Name of the college for any family member (excluding parents) who will be working toward a degree or certificate and will be enrolled at least 1/2 time during 2017-18 academic year.	Grade Level in College	High School Graduate by September 2017
1.	Student		Iowa State University, Ames, IA		Yes <input type="checkbox"/> No <input type="checkbox"/>
2.					Yes <input type="checkbox"/> No <input type="checkbox"/>
3.					Yes <input type="checkbox"/> No <input type="checkbox"/>
4.					Yes <input type="checkbox"/> No <input type="checkbox"/>
5.					Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional household members can be included on a separate sheet of paper.

**Total in Household** \_\_\_\_\_

**Total in College** \_\_\_\_\_

**W-2 Information**

Was either parent issued 2015 W-2(s)? Yes  No

Are amounts listed in Box 12, 12a-12d? Yes  No

If yes, review all codes in box(es) 12, 12a-12d on the W-2. List below Box number (#), code and dollar amount (\$).

Box# \_\_\_\_\_ Code \_\_\_\_\_ \$ \_\_\_\_\_ Box# \_\_\_\_\_ Code \_\_\_\_\_ \$ \_\_\_\_\_ Box# \_\_\_\_\_ Code \_\_\_\_\_ \$ \_\_\_\_\_ Box# \_\_\_\_\_ Code \_\_\_\_\_ \$ \_\_\_\_\_

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## Parent(s) Tax Forms and Income Information

CHECK	IF YOU:	PARENT MUST:												
<input type="checkbox"/>	USED the IRS Data Retrieval Tool to transfer 2015 tax data to the <b>2017-2018 FAFSA</b> .	Complete this Verification Worksheet and return it to our office. (You DO NOT NEED to provide a copy of your IRS Tax Return Transcript at this time.)												
<input type="checkbox"/>	USED the IRS Data Retrieval Tool to transfer 2015 tax data to the <b>2016-2017 FAFSA</b> .	Complete this Verification Worksheet and return it to our office. (You DO NOT NEED to provide a copy of your IRS Tax Return Transcript at this time.)												
<input type="checkbox"/>	DID NOT (or could not) transfer your 2015 income information to the FAFSA using the IRS Data Retrieval Tool.	Complete this Verification Worksheet and return it to our office <b>and</b> attach a <b>signed</b> copy of your <b>Federal 2015 IRS Form 1040</b> filed with the IRS* <b>*New federal guidance provided on 4/24/2017 now allows the acceptance of the 1040 for 2017-2018 FAFSA verification purposes*</b>												
<input type="checkbox"/>	DID NOT work and WILL NOT file a 2015 Federal Tax Return.	Complete this Verification Worksheet and return it to our office. List your source of income (i.e. Disability, pension, etc.) <b>Source:</b> _____												
<input type="checkbox"/>	Filed a foreign return or had foreign income	Complete this Verification Worksheet and return it to our office. Provide an English translation of the foreign financial documents. If you filed a Puerto Rico tax return, provide a signed copy of the 2015 Puerto Rico 1040 tax return (does not need to be translated).												
<input type="checkbox"/>	WORKED, but NOT REQUIRED TO FILE a 2015 Federal Tax Return.	Complete this Verification Worksheet and return it to our office. <b>Attach copies of all your 2015 W-2 forms.</b> List below every employer even if the employer did not issue a W-2.												
		<table border="1"> <thead> <tr> <th>Parent(s) Employer Name</th> <th>2015 Amount Earned</th> <th>IRS W-2 Issued? Y/N</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td></td> <td>\$</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td></td> <td>\$</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> </tbody> </table>	Parent(s) Employer Name	2015 Amount Earned	IRS W-2 Issued? Y/N		\$	Yes <input type="checkbox"/> No <input type="checkbox"/>		\$	Yes <input type="checkbox"/> No <input type="checkbox"/>		\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>Exception:</b> Amended Tax Filers: If you filed, an <u>amended</u> 2015 Federal Tax Return, you must submit a <u>signed</u> copy of your original Federal 2015 IRS Form 1040 as well as a <u>signed</u> copy of your amended Federal Tax Return (IRS Form 1040-X) even if you used the IRS Data Retrieval Tool. The IRS Data Retrieval Tool does not reflect the amended return information.														

## Additional Parent Financial Information

If your answer is zero or does not apply, enter 0 (zero). **Do not leave blank.**

Annual child support <b>received</b> for all children. Do not include foster care or adoption payments.	\$
List other untaxed income not reported, such as workers' compensation, disability, veterans noneducation benefits, Health Savings Account (IRS Form 1040 Line 25), Housing Allowance, Basic Allowance for Sustenance (Military) etc. <b>Do not include</b> student financial aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels. <b>List source(s) of other untaxed income:</b> _____	\$

## Signature

By signing this worksheet, I certify that all the information reported is complete and correct. I understand if I purposely give false or misleading information on this worksheet, I may be fined up to \$20,000, sent to prison, or both. I am also granting the Office of Student Financial Aid permission to update the FAFSA through the Federal Student Aid online correction tool to match the values found on this and other verification documents you have or will provide.

\_\_\_\_\_  
Parent Signature (only one parent signature required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
University ID, Student 1

\_\_\_\_\_  
University ID, Student 2

\_\_\_\_\_  
University ID, Student 3

\_\_\_\_\_  
University ID, Student 4