Please Read! Your 2015-2016 Free Application for Federal Student Aid (FAFSA) was selected for verification. Per federal regulation, Regent University must confirm student spousal data reported on the FAFSA. You and your spouse must complete and sign the following worksheet. The university compares data herein with information supplied on your FAFSA. Any differences will be submitted by the financial aid office as corrections to the Department of Education. Accuracy is of utmost importance; thus, it is imperative that you thoroughly read the directions on the following form. The university may request additional information beyond what is contained on this form. Once completed, submit this form along with any other required documents to the Financial Aid office.

HELPFUL HINTS

1. Communicate regularly with your financial aid counselor.
2. Be thorough, accurate, and attentive to details!
3. Be prepared to make electronic corrections to your FAFSA at the request of the financial aid office.
4. Always have available your Student ID # and your Federal Student Aid ID (FSA ID).
5. FAFSA on the web permits students and spouses to import tax data through the IRS Data Retrieval Tool (IRS DRT). Typically, this is available two (2) to three (3) weeks after e-filing, or eight (8) to eleven (11) weeks after paper-filing, is accepted by the IRS.
6. If you are not presented with the IRS DRT option when filing your FAFSA, IRS Tax Return Transcript(s) must be ordered. If necessary, these transcripts may be requested online at http://www.irs.gov/Individuals/Order-a-Transcript.

B. HOUSEHOLD SIZE & NUMBER IN COLLEGE

In the chart below, list all of the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, even if they do not live with you, if any of the following apply:
  - You will provide more than half of their support from July 1, 2015 through June 30, 2016; or,
  - Your child would be required to enter parental data on a 2015-2016 FAFSA.
- Others living with you for whom you will provide more than half of their support through June 30, 2016.

Additionally, please include the name of the college for any household member who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary institution between July 1, 2015 and June 30, 2016. If more space is necessary, please attach a separate sheet with the student’s name and Social Security Number at the top.
C. SNAP (Food Stamps) Benefit Verification

Has anyone in your household* received benefits from the Supplemental Nutrition Assistance Program (SNAP—formerly known as food stamps) any time during the 2013 or 2014 calendar years?

☐ YES  ☐ NO

*Household includes the student, a student’s spouse, and others if they meet the criteria in section B of this form.

NOTE: If you answered “yes,” you might need to submit documentation that verifies receipt of SNAP benefits.

D. Child Support Paid

Did you or your spouse pay child support at any time during 2014? If so, provide the following information in the chart below:

1. The name of the person(s) who paid child support.
2. The name of the person(s) to whom the child support was paid.
3. The names and ages of the children for whom the child support was paid.
4. The total, annual amount of child support paid in 2014 for each child.

An individual may not report child support paid if the child for whom support was paid is listed in section B of this form. If more space is needed, provide a separate page that includes the student's name and ID number at the top.

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NOTE: If Regent University has reason to suspect that the reported information is not accurate, they may require (a) a copy of your separation agreement or divorce decree; (b) a statement from the individual to whom child support is paid; or, (c) copies of the child support payment receipts (bank statements, etc.).

E. Tax Non-Filers

Please complete this section only if you and/or your spouse will not and are not required to file a 2014 federal income tax return. Otherwise, skip to section F of this form.

1. **Independent Student Information** (check the box that applies):
   - ☐ I was not employed and had no income earned from work in 2014.
   - ☐ I earned income from work in 2014 and did not file a tax return. Even if your employer did not provide a W2, list below the names of and wages earned from each job. Please attach copies of all W2 forms received.

<table>
<thead>
<tr>
<th>EMPLOYER’S NAME</th>
<th>2014 EARNED INCOME</th>
<th>IRS W-2 ATTACHED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Suzy’s Auto Body Shop</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2. **Spouse Information** (check the box that applies):
   - ☐ My spouse was not employed and had no income earned from work in 2014.
   - ☐ My spouse earned income from work in 2014 and did not file a tax return. Even if your spouse’s employer did not provide a W2, list below the names of and wages earned from each job. Please attach copies of all W2 forms received.

<table>
<thead>
<tr>
<th>EMPLOYER’S NAME</th>
<th>2014 EARNED INCOME</th>
<th>IRS W-2 ATTACHED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Suzy’s Auto Body Shop</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
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<td></td>
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</tbody>
</table>
F. TAX FILERS

**IMPORTANT:** the easiest and fastest way to comply with the following request(s) is to use the IRS Data Retrieval Tool (IRS DRT) on the FAFSA. If the student and/or spouse filed, or will file, an amended 2014 IRS tax return, the student must contact the financial aid office before completing this section.

1. **INDEPENDENT STUDENT INCOME INFORMATION** (check the box that applies):
   - ☐ I already used the IRS DRT on the FAFSA to transfer my 2014 IRS income tax information onto my financial aid application.
   - ☐ I did not use the IRS DRT on the FAFSA, but I plan to do so in order to transfer my 2014 IRS income tax information onto my financial aid application. **REMEMBER:** tax data will not be available for import until two (2) to three (3) weeks after an online, or eight (8) to eleven (11) weeks after a paper, tax return is accepted by the IRS.
   - ☐ I was not given the option to use the IRS DRT on the FAFSA. Instead, I will provide Regent University with a **2014 IRS Tax Return Transcript.**

2. **SPOUSE INCOME INFORMATION** (check the box that applies):
   - ☐ My spouse already used the IRS DRT on the FAFSA to transfer their 2014 income tax information onto my financial aid application.
   - ☐ My spouse did not use the IRS DRT on the FAFSA, but they plan to do so in order to transfer their 2014 IRS income tax information onto my financial aid application. **REMEMBER:** tax data will not be available for import until two (2) to three (3) weeks after an online, or eight (8) to eleven (11) weeks after a paper, tax return is accepted by the IRS.
   - ☐ My spouse was not given the option to use the IRS DRT on FAFSA. Instead, I will provide Regent University with their **2014 IRS Tax Return Transcript.**

You may obtain a **2014 IRS Tax Return Transcript** here: [http://www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript). **REMEMBER!** We need a tax return transcript and we cannot use tax account transcripts. When completing this request, please use the social security number and date of birth of the first person listed on the 2014 IRS income tax return. Additionally, be sure to use the address that is on file with the IRS (normally, this will be the address used on the 2014 IRS income tax return).

For electronic filers, a **2014 IRS Tax Return Transcript** may be requested from the IRS within two (2) to three (3) weeks after the 2014 income tax return has been accepted by the IRS. Generally, for filers of a 2014 paper IRS income tax return, the **Tax Return Transcript** may be requested within eight (8) to eleven (11) weeks after the paper income tax return has been received by the IRS.

**NOTE:** If you and/or your spouse filed separate 2014 IRS income tax returns, 2014 IRS Tax Return Transcripts must be provided for each individual requesting them.

*Please check the appropriate boxes below only if you and/or your spouse did not use the IRS DRT:*

- [ ] I included a 2014 IRS Tax Return Transcript(s) with this form for (check one):
  - ☐ Myself
  - ☐ My Spouse
  - ☐ Myself and My Spouse

- [ ] I will provide a 2014 IRS Tax Return Transcript(s) at a later date for (check one):
  - ☐ Myself
  - ☐ My Spouse
  - ☐ Myself and My Spouse

**PLEASE CONTINUE ON TO THE NEXT PAGE TO COMPLETE THIS FORM.**
### G. Untaxed Income Information

Please thoroughly complete the chart below with all untaxed income information for 2014.

- Both tax filers and non-tax filers must list any untaxed income received and income adjustments from 2014.

**If no funds were received or adjusted, please enter a “0”**

<table>
<thead>
<tr>
<th>Calendar Year 2014</th>
<th>Additional Financial Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.</td>
</tr>
<tr>
<td>$</td>
<td>Earnings from work under a cooperative education program offered by a college.</td>
</tr>
<tr>
<td>$</td>
<td>Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H and S.</td>
</tr>
<tr>
<td>$</td>
<td>Child support received for any children. Do not include foster care or adoption payments.</td>
</tr>
<tr>
<td>$</td>
<td>Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing.</td>
</tr>
<tr>
<td>$</td>
<td>Veteran’s non-education benefits, such as Disability, Death Pension or Dependency &amp; Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.</td>
</tr>
<tr>
<td>$</td>
<td>Other untaxed income and benefits not reported elsewhere, such as workers’ compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040 – line 67. Don’t include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.</td>
</tr>
<tr>
<td>$</td>
<td>Money received or paid on your behalf (e.g., bills) not reported elsewhere on this form.</td>
</tr>
</tbody>
</table>

### H. Household Resources Verification

**IMPORTANT:** You and your spouse must complete this section to verify how your family was financially supported throughout the 2014 tax year. In addition to income reported on your taxes and data provided in the chart above, please provide a detailed explanation of all financial support that you and your family received during 2014. Provide additional sheets and documentation, if necessary. **Note:** each individual in your household must submit copies of all W-2(s) received during the 2014 tax year.

### I. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and accurate. The student and spouse must sign the form below. **WARNING:** If you purposefully provide false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>(Form must be printed and physically signed)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Spouse’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Form must be printed and physically signed)</td>
<td></td>
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</tbody>
</table>