



## Dependent Student's Income Information to Be Verified

**Instructions:** Complete this section regarding the student's income. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. It takes up to two 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. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.*

### PLEASE CHOOSE ONLY ONE:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA**, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process. THIS MUST BE COMPLETE BEFORE VERIFICATION WORKSHEET IS TURNED IN.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school 2015 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Transcript of Your Tax Records" link under the Tools Heading. Click on the "Get Transcript by Mail" button. Follow the onscreen instruction to create an account. You will be required to have a valid email address and answer several security questions.*
- The student was not employed and had no income earned from work in 2015.**
- The student (and/or the student's spouse if married) was employed in 2015, was not required to file a tax return, and has listed below the names of all employers**, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 W-2 forms issued to you (and, if married, to your spouse) by employers. Your W-2 forms may be available through the IRS website under the Wage and Income heading of the "Get Transcript Online" link at [www.irs.gov](http://www.irs.gov). *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

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

### STUDENT ASSETS

If an individual asset does not apply to you, write N/A in the column. Do not leave blanks

\$	Total current balance of cash, saving, and checking accounts
\$	Net value of real estate and rental property To calculate net value: Current market value – Current debt associated with the property = Net Value
\$	Current net value of your business <i>Do not include the value of a small business if your family owns and controls more than 50% of the business and the business has 100 or fewer full-time equivalent employees.</i>
\$	Net value of investment farm
\$	Total current value of trust funds, money market funds, mutual funds, stocks, stock options, bonds and other securities <i>Do not include any life insurance and retirement plans such as pensions, annuities, etc.</i>

**Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**Instructions:** Complete this section regarding the student's parent(s') income. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. It takes up to two 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. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator. If the student's parent(s), filed or will file, an amended 2015 IRS tax return the student's financial aid administrator must be contacted before completing this section.*

**PLEASE CHOOSE ONLY ONE:**

- The student's parent has used the IRS Data Retrieval Tool** in FAFSA on the Web to transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process. THIS MUST BE COMPLETE BEFORE VERIFICATION WORKSHEET IS TURNED IN.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's 2015 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Transcript of Your Tax Records" link under the Tools Heading. Click on the "Get Transcript by Mail" button. Follow the onscreen instruction to create an account. You will be required to have a valid email address and answer several security questions.. If the parents are married, and separate 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.*
- The parent(s) was not employed and had no income earned from work in 2015.**
- The parent(s) was employed in 2015, was not required to file a tax return, and has listed below the names of all the parent's employers**, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parent(s) by employer(s). Your W-2 forms may be available through the IRS website under the Wage and Income heading of the "Get Transcript Online" link at [www.irs.gov](http://www.irs.gov). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

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

## Parent's Other Information to Be Verified

Please check the box below this if someone in the student's parent's 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. Leaving the box blank indicates that no one in your household received SNAP benefits during the 2014 or 2015 calendar years.

- One of the persons listed on the first page of this worksheet received SNAP benefits in 2014 or 2015. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.**

## Parent Assets

If an individual asset does not apply to you, write N/A in the column. Do not leave blanks

\$	Total current balance of cash, saving, and checking accounts
\$	Net value of real estate and rental property To calculate net value: Current market value – Current debt associated with the property = Net Value
\$	Current net value of your business <i>Do not include the value of a small business if your family owns and controls more than 50% of the business and the business has 100 or fewer full-time equivalent employees.</i>
\$	Net value of investment farm
\$	Total current value of trust funds, money market funds, mutual funds, stocks, stock options, bonds and other securities <i>Do not include any life insurance and retirement plans such as pensions, annuities, etc.</i>

### A. 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 on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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Bunker Hill Community College  
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Boston, MA 02129

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