



## 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 2014 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 2014 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 2014 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 2014 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 Online" button. Follow the onscreen instruction to create an account. You will be required to have a valid email address and answer several security questions. Once your account is set up and you have logged in, choose 2014 under the "Return Transcript" heading. The transcript will open on your screen. Please print a copy and attach it to the Verification worksheet.*
- The student was **not employed and had no income earned from work in 2014.**
- The student (and/or the student's spouse if married) was **employed in 2014, was not required to file a tax return, and has listed below the names of all employers**, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 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	2014 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 2014 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 2014 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 2014 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 2014 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 Online" button. Follow the onscreen instruction to create an account. You will be required to have a valid email address and answer several security questions. Once your account is set up and you have logged in, choose 2014 under the "Return Transcript" heading. The transcript will open on your screen. Please print a copy and attach it to the Verification worksheet. If the parents are married, and separate 2014 tax returns were filed, 2014 IRS tax return transcripts must be submitted for each parent.*
- The parent(s) was not employed and had no income earned from work in 2014.**
- The parent(s) was employed in 2014, 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 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 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	2014 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

## 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 2013 or 2014 calendar years. Leaving the box blank indicates that no one in your household received SNAP benefits during the 2013 or 2014 calendar years.

- One of the persons listed in Section B of this worksheet received SNAP benefits in 2013 or 2014. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2013 and/or 2014.**

## 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

Mail to: Financial Aid Office  
Bunker Hill Community College  
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Boston, MA 02129

Scan and email to: [finaid@bhcc.mass.edu](mailto:finaid@bhcc.mass.edu)

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