

*Attention: You have been selected for Verification for the V-5 Group*

**2015–2016 Customized Verification Worksheet V-5**

**Please Print Clearly. Complete and return within 10 days from the date on this notice.**

The law states that before awarding Federal Student Aid, we must confirm the information you and your parents (If Dependent-See Appendix 1) or spouse (If Independent-See Appendix 1) reported on your FAFSA according to federally selected Tracking Groups. **Please complete Sections A, B, C and Section V-5 of this Worksheet.** To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents specified in Section V-5. If there are differences, we will need to correct your FAFSA for those items, which may change your Expected Family Contribution (EFC) # generated from your FAFSA. **You and at least one parent (if you are a dependent\* student)-See Appendix 2, must complete and sign this worksheet, attach any required Section V-5 documents, and submit the form and other required documents to DCAD Financial Aid Office.** FAO may ask for additional information. If you have questions about verification, contact FAO, as soon as possible, at 302-622-8867, ext. 105 or 122, so that your financial aid will not be delayed.

**Section A. Student Information**

<b>First Name</b>	<b>Last Name</b>	<b>Dependency Status:</b>	<b>Date:</b>
<b>Mailing Address</b>	<b>City</b>  <b>State</b> <b>Zip</b>	<b>Student's Date of Birth</b>  ____/____/____ MO    DAY    YR	<b>SS# XXX-XX-_____</b>  (Last 4 Digits Only)
<b>Home Phone</b>	<b>Cell Phone (    )      -</b>	<b>Email</b>	



### Section B. Student's Family Household Members Information

List ALL members of your household at this time. May include other individuals such as parents, siblings, etc., if they receive at least ½ of their support from applicant or applicant's parents. Include the name of the college for any household member, excluding your parent(s), who will be enrolled, **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2015, and June 30, 2016. If more space is needed, attach a separate page.

Family Member	Relationship	Age	
<i>Ex. Jane Art</i>	<i>Sister</i>	<i>20</i>	<i>Painter College</i>

**Section C. 2015-16 Verification Worksheet  
Certifications & Signatures**

***Warning - Purposely giving false or misleading information on this Verification Worksheet is a Federal Offense for which you may be fined, sentenced to jail, or both.***

**Each person signing this Verification Worksheet certifies that all information reported on this form is complete and correct.**

Note: If Dependent\*, Student and one Parent must sign and date below.  
If Independent\*\*, Student must sign and date this Verification Worksheet.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Signature (if Student is Dependent)**

\_\_\_\_\_  
**Date**

**Please return your completed and signed 2015-16 Verification V-5 Worksheet with required documents as specified in Section V-5 Verification Instructions: via Fax: 302-792-7101 or via Email: [financialaid@dcad.edu](mailto:financialaid@dcad.edu)**

**Or Mail to:**

**ATTN: DCAD Financial Aid Office  
Delaware College of Art and Design, 600 N. Market Street, Wilmington, DE 19801**

***Thank You!***

<p><b>Section V-1 Group</b> Standard Verification Group <i>Don't forget to complete Section A, B &amp; C of this Verification Worksheet</i></p>	<p><b>Column 2</b> FAFSA Information to be verified  <b>Note: You do not need to write in anything in boxes below; just provide required Documents noted in column 3. Follow instructions in column 4.</b></p>	<p><b>Column 3</b> Documents you must provide with this Verification Worksheet  <b>You need to provide only one tax document: A, B, or C. for each section below:</b> Check A, B, or C as specified below.</p>	<p><b>Column 4</b>  Document Instructions</p>
<p><b>Tax Filer - Student</b> Circle 2014 IRS Tax Form Filed: <b>1040 1040EZ 1040A</b></p>	<p><b>V-1.a: Adjusted Gross Income (AGI)</b></p>	<p><b>A. ( ) Yes, I used or will select IRS 2014 Tax Data Retrieval Option</b> on my FAFSA Note: you may have selected this option when you initially filed your FAFSA. <b>B. ( ) Yes, I will order my 2014 IRS Tax Transcript</b> and submit to you with my Verification Worksheet. <b>C. ( ) I am not required to file federal taxes-I will enclose Form V-1.k-Mark NA</b> if no income earned in 2014.</p>	<p><b>A.</b> You may select IRS Data Retrieval Option for student and parents at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>  <b>Or</b> <b>B.</b> You may order your 2014 Tax Transcript(s) at <a href="http://www.irs.gov">www.irs.gov</a>  See Appendix 2 Instructions.  <b>Or</b> <b>C.</b> Attach Form V-1.k-Non tax Filer Statement</p>
<p><b>Tax Filer(s) - Parents</b> Circle 2014 IRS Tax Form Filed: <b>1040 1040EZ 1040A</b></p>	<p><b>V-1.b: U.S. Tax Paid</b></p>	<p><b>A. ( ) Yes, I used or will select IRS 2014 Tax Data Retrieval Option</b> on my child's FAFSA Note: you may have selected this option when you initially filed your FAFSA.</p>	<p><b>A.</b> You may select IRS Data Retrieval Option for student and parents at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>  <b>Or</b></p>

		<p><b>B. ( ) Yes, I will order my 2014 IRS Tax Transcript</b> and submit to you with my Verification Worksheet.</p> <p><b>C. ( ) I am not required to file federal taxes-I will enclose Form V-1.k-Mark NA</b> if no income earned in 2014.</p>	<p><b>B.</b> You may order your 2014 Tax Transcript(s) at <a href="http://www.irs.gov">www.irs.gov</a></p> <p>See Appendix 2 Instructions.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C.</b> Attach Form V-1.k-Non tax Filer Statement</p>
<p><b>Tax Filer(s) - Spouse</b> (If filed Separate from Student) <b>Circle 2014 IRS Tax Form Filed:</b> <b>1040 1040EZ 1040A</b></p>	<p><b>V-1.c: Untaxed Portions of IRA Distributions</b></p>	<p><b>A. ( ) Yes, I used or will select IRS 2014 Tax Data Retrieval Option</b> on my spouse’s FAFSA Note: you may have selected this option when you initially filed your FAFSA.</p> <p><b>B. ( ) Yes, I will order my 2014 IRS Tax Transcript</b> and submit to you with my Verification Worksheet.</p> <p><b>C. ( ) I am not required to file federal taxes-I will enclose Form V-1.k-Mark NA</b> if no income earned in 2014.</p>	<p><b>A.</b> You may select IRS Data Retrieval Option for student and parents at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></p> <p style="text-align: center;"><b>Or</b></p> <p><b>B.</b> You may order your 2014 Tax Transcript(s) at <a href="http://www.irs.gov">www.irs.gov</a></p> <p>See Appendix 2 Instructions.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C.</b> Attach Form V-1.k-Non tax Filer Statement</p>
	<p><b>V-1.d: IRA Deductions and Payments</b></p>		
	<p><b>V-1.e: Untaxed Portions of Pensions</b></p>		
	<p><b>V-1.f: IRA Deductions and</b></p>		

	<b>Payments</b>		
	<b><u>V-1.g:</u> Tax Exempt Interest Income</b>		
	<b><u>V-1.h:</u> Education Credits</b>		
<b>Check and submit all applicable documents in sections D through G Below:</b>			
	<b><u>V-1.i:</u> Supplemental Nutrition Assistance (SNAP-Food Stamps) in 2014 and/or 2015.</b>	<b><u>D. V1.i:</u> Letter from Official Agency</b> that issues SNAP (ex. copy SNAP Award letter or copy of 2014-15 SNAP Card.	<b>D. ( ) I (we) have Attached copy of SNAP letter or card(s). E. ( ) I (we) do not get SNAP Assistance</b>
	<b><u>V-1.j:</u> Child Support Paid by student (or spouse), student's parent, or both. (If reported on 2015-16 FAFSA)</b>	<b>E. Attach Signed Child Support Payer Statement (Form V.1.j)</b>	<b>E. ( ) I (we) have attached Form V.1.j-Child Support Payer Statement (s) F. ( ) No child support payers in our household</b>
<b>Non Tax filers:</b>  <b>Student and/or Parent(s)</b> when not required to file 2014 Federal Income Taxes (If Dependent ) or <b>Student and/or Spouse</b> when not required to file 2014 Federal income taxes (If independent)	<b>V-1.K: Income earned from Work</b>	<b>F. V-1.K: Signed</b> Federal Income Tax Non-Filing Statement - Form V1.k  <b>and</b> <b>Copy of W-2s</b> from each source of 2014 Employment	<b>g. ( ) I (we) have attached non tax filer Statement(s) and W-2s from each source of employment.</b>







## Appendix 1

### Definitions: Dependency Status

**Dependent Student:** A student younger than 24 years of age; unmarried; no children; not a ward of the court; not homeless; or not a veteran; dependent on support from parent(s) or guardian.

**Independent Student:** Student who meets any one of the criteria as defined birth federal government for independent status: older than 24 years of age; veteran; has legal dependents; married; court ordered ward of court; or documented homeless.

## Appendix 2

### IRS Tax Return Transcript Procedures

The student is unable or chooses not to use the IRS Data Retrieval in *FAFSA on the Web*, and instead will provide the school a **2013 IRS Tax Return Transcript(s)**.

Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and tax filing status for mortgage applications, student and small business loan applications, and during tax preparation.

You can download and print your transcript immediately, or request the transcript be mailed to your address on record.

#### Get Transcript ONLINE



- View and print your transcript immediately.
- Choose among [Tax Return](#), [Tax Account](#), [Record of Account](#), or [Wage and Income](#) transcripts or a [Verification of No filing Letter](#).
- Need help? [More information about Get Transcript Online](#).

#### Get Transcript by MAIL



- Transcripts arrive in 5 to 10 calendar days.
- Choose from either a [Tax Return](#) or [Tax Account](#).
- Transcript by Mail is available [en Español](#).