

Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education for review in a process called verification. In this process, Point Park University will be comparing information from your FAFSA with your 2015 federal tax return along with the information from this document. Under the Federal Student Aid Program requirements, we have the right to ask you for this information before finalizing your Federal aid. **If you leave any step blank (unanswered), this form will be returned to you for completion. An incomplete verification worksheet will result in a delay in finalizing your financial aid.**

STEP 1 – STUDENT INFORMATION

Last Name	First Name	Date of Birth	
Email address	Security Number or Student ID	Home Phone #	Cell Phone #
Home Address (include apt. #)	City	State	Zip Code

STEP 2 – FAMILY INFORMATION

List the people in your household:

- Yourself, your parent(s)/stepparent(s) if dependent; your spouse if independent
- Other dependent children in the household who receive more than 50% of their support from July 1, 2016 through June 30, 2017, from yourself/spouse if independent; or support from your parents if dependent
- Any other people if they live in the household and yourself/spouse if independent; or your parent(s)/stepparent(s) if dependent provide more than 50% of their financial support from July 1, 2016 through June 30, 2017

Write in the names of ALL household members. Also write in the name of the college for any family member excluding your parent(s)/stepparent(s) who will be attending college at least half-time between July 1, 2016 and June 30, 2017 and enrolled in a degree or certificate program.

Full Name	Age	Relationship	College
		<i>STUDENT (SELF)</i>	<i>POINT PARK UNIVERSITY</i>

STEP 3 - STUDENT INCOME and/or STUDENT'S SPOUSE INCOME

Were you or your spouse, if the student is married, required to file a 2015 Federal IRS Income Tax Return?

___ **YES**...Attach a copy of your 2015 Federal IRS Tax Return (1040, 1040A, or 1040EZ) or IRS Tax Return Transcript AND/OR spouse's 2015 Federal IRS Tax Return or IRS Tax Return Transcript if filed separately.

___ **NO**..Student and/or spouse were not employed and had no income earned from work in 2015. Student and/or spouse did not file a 2015 Federal IRS tax Return.

___ **NO**.. Student and/or spouse were employed in 2015 but did not file a Federal 2015 IRS Tax Return. List below the names of all employers, the amount earned from each employer in 2015, and whether a W-2 form is provided. **Please provide copies of all 2015 W-2 forms issued to the student and/or spouse by their employers.** List every employer even if the employer did not issue a W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015 for Student	Annual Amount Earned in 2015 for Spouse (If married)
<i>(Example) ABC's Auto Body Shop</i>	<i>YES</i>		
Total Amount of Income Earned From Work		\$	\$

Student Name: _____

Student ID Number: _____

STEP 4 – PARENT(S)/STEPPARENT(S) INCOME INFORMATION – (DEPENDENT STUDENTS ONLY)

Were your parent(s)/stepparent(s) required to file a 2015 Federal Income Tax Return?

____ **YES**...Attach a copy of parent(s)/stepparent(s) 2015 Federal IRS Tax Return (1040, 1040A, or 1040EZ) or IRS Tax Return Transcript. ****IF PARENTS ARE MARRIED AND FILED SEPARATE TAX RETURNS OR IF YOUR BIOLOGICAL PARENTS LIVE TOGETHER AND ARE UNMARRIED, A 2015 IRS TAX RETURN IS REQUIRED OF BOTH PARENTS**

____ **NO**...Neither parent(s)/stepparent(s) were not employed and had no income earned from work in 2015. Parent(s)/stepparents(s) did not file a Federal 2015 IRS Tax Return.

____ **NO**... One or both parents/stepparent(s) were employed in 2015, but did not file a Federal 2015 IRS Tax Return. List below the names of all employers, the amount earned from each employer in 2015, and whether a W-2 form is provided. **Please provide copies of all 2015 W-2 forms issued by the employers.** List every employer even if the employer did not issue a W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015 for Parent 1	Annual Amount Earned in 2015 for Parent 2
<i>(Example) ABC's Auto Body Shop</i>	YES		
Total Amount of Income Earned From Work		\$	\$

THE IRS WEBSITE PROVIDED THE INFORMATION BELOW, IF YOU DID NOT KEEP A COPY OF YOUR FEDERAL TAX RETURN. You may click on the links below to access the IRS website (www.irs.gov)

1. Access the tax software product you used to prepare and file your 2015 return. You may be able to access your account to download/print a copy.
2. Contact the tax preparer/provider who filed your 2015 return if you used a tax professional.
3. Download your tax transcript (a summary) at [Get Transcript Online](#). Review the rigorous identity authentication requirements for [Secure Access](#) before attempting to register.
4. Use [Get Transcript by Mail](#) and a transcript will be mailed to the address on your return within five to 10 days.
5. Call our automated line at 800-908-9946 to order a transcript by mail.

STEP 5 - CERTIFICATION

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. 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/Stepparent's Signature (Dependent Students Only)

Date _____

RETURN TO:

MAIL: Point Park University, Office of Financial Aid, 201 Wood Street, Pittsburgh, PA 15222 or FAX: 412-392-4795

