Your 2015-16 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The financial aid administrator at your school must compare your FAFSA information with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. Verification must be completed before your financial aid can be finalized and before any federal aid may be disbursed to you. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student’s UCSF ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

B. STUDENT’S HOUSEHOLD INFORMATION

List the people in your household below. Include:

- Yourself (1st row below).
- Your spouse, if you are married.
- Your children, if you or your spouse will provide more than half of their support from July 1, 2015, through June 30, 2016, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

For any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2015, and June 30, 2016, include the name of the college.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship To Student</th>
<th>College To Attend in 2015-16*</th>
<th>Will be Enrolled at Least Half Time* (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones (example)</td>
<td>28</td>
<td>Wife</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td>UCSF</td>
<td></td>
</tr>
</tbody>
</table>

* The school may require additional documentation to verify any household member’s enrollment in an eligible postsecondary educational institution.
C. STUDENT’S INCOME TO BE VERIFIED

1. TAX RETURN FILERS (Skip to #2 if you will not, and are not required, to file a 2014 tax return).

Important Note: The instructions and certification below apply to you and, if married, your spouse. Contact the Student Financial Aid Office if you or your spouse filed separate IRS income tax returns for 2014, had a change in marital status after December 31, 2014, is granted a filing extension by the IRS, filed or will file an amended 2014 IRS income tax return, filed a non-IRS income tax return, or is victim of IRS Identity theft.

Instructions: Complete this section if you and, if married, your spouse filed or will file a 2014 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2014 income information that was transferred into your FAFSA using the IRS DRT if that information was not changed.

It generally takes 2-3 weeks for IRS income information to be available for the IRS DRT for electronic tax return filers, and 8-11 weeks for paper IRS tax return filers after IRS receives the tax return. Contact Student Financial Aid Office if more information is needed about using the IRS DRT.

Check the box that applies:

☐ I, the student, have used the IRS DRT in FAFSA on the Web to transfer my (and, if married, my spouse’s) 2014 IRS income tax return information into my FAFSA.

☐ I, the student, have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer my (and, if married, my spouse’s) 2014 IRS income tax return information into my FAFSA once the 2014 IRS tax return has been filed. NOTE: Verification cannot be completed until your 2014 IRS tax return information has been transferred into your FAFSA.

☐ I, the student, am unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2014 IRS Tax Return Transcript(s).

If you are married, and you and your spouse filed separate 2014 IRS income tax returns, you must provide both of your 2014 IRS Tax Return Transcripts.

☐ Check here if a 2014 IRS Tax Return Transcript(s) is attached to this worksheet.

☐ Check here if a 2014 IRS Tax Return Transcript(s) will be provided later. Verification cannot be completed until your 2014 IRS tax return transcript(s) has been submitted to your school.

A 2014 IRS Tax Return Transcript may be obtained through the following methods:

- Online Request: Go to www.IRS.gov. Under the Tools heading, click “Get Transcript of Your Tax Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”


- Request by phone: 1-800-908-9946

- Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T

Student’s Name: ______________________________________  UCSF ID#: __________________________
2. TAX RETURN NONFILERS - Complete this section if you (and, if married, your spouse) will not file and are not required to file a 2014 income tax return with the IRS.

Check the box that applies:

☐ I, the student, and if married my spouse were not employed and had no income earned from work in 2014.

☐ I, the student and/or my spouse were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. [Provide copies of all 2014 IRS W-2 forms issued to you, and if married your spouse, from all employers]. 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 UCSF ID number at the top.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Annual Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy's Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Total Amount of Income Earned From Work $ 

NOTE: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

D. OTHER INFORMATION TO BE VERIFIED

1. Supplemental Nutrition Assistance Program or SNAP - Complete this section if you or a member of your household listed in Section B of this worksheet received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during the 2013 or 2014 calendar year. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

☐ I certify that myself or __________________________________________, a member of my household listed in Section B of this worksheet, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during the 2013 or 2014 calendar year. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2013 and/or 2014.

Student’s Name: ___________________________       UCSF ID#: ______________________
2. **Child Support Paid** - Complete this section if you or your spouse paid child support in 2014.

- [ ] I, the student, or my spouse who is a member of my household, paid child support in 2014. I have indicated below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2014 for each child.

  If asked by the school, I will provide the following documentation such as:
  - A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
  - A statement from the individual receiving the child support certifying the amount of child support received; or
  - Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name and Age of Child for Whom Support Was Paid</th>
<th>Annual Amount of Child Support Paid in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones(example)</td>
<td>Chris Smith</td>
<td>Terry Jones</td>
<td>$6,000.00</td>
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Total Amount of Child Support Paid $

If more space is needed, attach a separate page that includes your name and UCSF ID number at the top.

**E. CERTIFICATION & SIGNATURE**

Each person signing below certifies that all of the information reported is complete and correct.

___________________
Student’s Signature (Required)                  Date

___________________
Spouse’s Signature (Optional)                  Date

**WARNING:** If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Submit completed worksheet and required documents to:

**Student Financial Aid Office**
University of California, San Francisco
500 Parnassus Avenue, MU-201W
San Francisco, CA  94143-0246
phone: 415-476-4181 | fax: 415-476-6652
email: finaid@ucsf.edu
http://finaid.ucsf.edu