Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and, if applicable, your spouse reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at Coe College will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit this form and other required documents and forms to the Coe College Office of Financial Aid. We may ask for additional information. If you have questions about verification, contact our office by e-mail at O-FinancialAid@coe.edu or by phone at 319.399.8540 (or toll free at 1.877.CALL.COE) as soon as possible so that your financial aid will not be delayed.

**Household Verification**

List the people in your household below. Include:
- Yourself.
- Your spouse, if you are married.
- Your children, or spouse’s children, if you or your spouse will provide more than half of their support from July 1, 2016, through June 30, 2017, 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, 2017.

Write the names of all household members in the space (s) below. Include the name of the college 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, 2016, and June 30, 2017. If more space is needed, attach a separate page with your name and Coe ID number at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>18</td>
<td>Wife</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2016 IRS Income Tax Verification
The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eleven weeks for paper IRS tax return filers.

If the Data Retrieval Tool cannot or will not be used, an IRS Tax Return Transcript must be submitted to Coe College. To request an IRS Tax Return Transcript go to www.irs.gov/Individuals/Get-Transcript and select “Get Transcript by Mail". A paper copy can also be mailed to you by calling 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. For further directions, see the Important Notes Regarding Verification Addendum.

Student - check the box that applies:

☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Coe College will use the IRS information that was transferred in the verification process and, in most cases, no further documentation is necessary.

☐ I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into my FAFSA once I have filed a 2015 IRS tax return.

☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to Coe College a 2015 IRS Tax Return Transcript—not a photocopy of the income tax return.
  ○ Check here if your IRS Tax Return Transcript is attached to this worksheet.
  ○ Check here if your IRS Tax Return Transcript will be submitted to Coe College later.

☐ I am not required to file a 2015 IRS tax return and I have completed and attached the Coe College Non-Tax Filer Certification Form (enclosed).

Student Certification and Signatures
You must sign the worksheet. If married, your spouse’s signature is optional. Each person signing below certifies that all of the information reported is complete and correct.

_____________________________________________  ____________________________
Student’s Signature  Date

_____________________________________________  ____________________________
Spouse’s Signature (if applicable)  Date

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

Please provide an e-mail address if you wish to authorize us to contact you via e-mail regarding this financial aid application.

E-mail address: __________________________________________

Return this form by mail or fax to:
Coe College Office of Financial Aid, 1220 First Ave NE, Cedar Rapids, IA 52402  Fax Number: 319.399.8886