

Your financial aid application has been selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. We will compare your FAFSA with the information on this institutional verification form and with any other required documents. If needed, we will make corrections to your FAFSA electronically. If you have questions about verification, contact your campus One Stop as soon as possible so that your financial aid will not be delayed. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, provide required documents, and submit the form and other required documents to the Financial Aid Office.

\_\_\_\_\_  
 Student's Last Name                      First Name                      Date of Birth                      Brandman ID Number

\_\_\_\_\_  
 Address                      City                      State      Zip                      Phone Number

## A. Household Information:

List the people in your parent's household, along with their relationship to you and their ages. Members of your household should include:

- Yourself (the student)
- Your parents (including stepparent) even if you don't live with them, and
  - If your biological or adoptive parents are living together, but are NOT married, BOTH are required to be listed below, and BOTH should be included on your FAFSA.
- Your parents' other children, even if they don't live with them, if:
  - Your parents will provide more than half of their support **from July 1, 2018 through June 30, 2019** (Do not include children for whom your parents' pay child support unless they provide more than half of the child's support.)
  - OR if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through **June 30, 2019**.

**Number in College:** Include information about any household member who is, or 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, 2018, and June 30, 2019, and include the full name of the college. If more space is needed, provide a separate page with the student's name and ID number at the top.

*Note: additional documentation will be required if we have reason to believe that the information regarding the household members is inaccurate.*

Full Name	Age	Relationship to Student	Will this person be enrolled in college at least half time in 18-19?	College Name (do not abbreviate)
		Self	Yes	Brandman University

Student's Name \_\_\_\_\_

Brandman ID Number \_\_\_\_\_

### B. 2016 Student Income Verification

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**Important Note:** This section applies to the student only.

The best way to verify income (if you have already filed your 2015 tax return) is by using the **IRS Data Retrieval Tool (IRS DRT) which is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov)**. In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into your FAFSA using the IRS DRT if that information was not changed. If you are unable to use the data retrieval, you can obtain a **2016 IRS Tax Return Transcript** at [www.IRS.gov](http://www.IRS.gov). If you did not file a tax return, you must provide a confirmation of non-filing which can be obtained from the IRS using Form 4506-T and checking box 7.

**Check the box that applies:**

<input type="checkbox"/>	I have <u>used</u> the IRS DRT to transfer 2016 IRS income tax return information into the my FAFSA.																					
<input type="checkbox"/>	I have <u>not yet used</u> the IRS DRT, but will use the tool to transfer 2016 IRS income tax return information into my FAFSA.																					
<input type="checkbox"/>	I am <u>unable to use</u> the IRS DRT and instead will provide a <b>2016 IRS Tax Return Transcript(s)</b> . Check one: <input type="checkbox"/> My <b>2016 IRS Tax Return Transcript</b> has been submitted <input type="checkbox"/> My <b>2016 IRS Tax Return Transcript</b> will be provided on: _____ <p style="text-align: right;"><b>Date</b></p>																					
<input type="checkbox"/>	I had <u>no income earned from work</u> in 2016 and <u>will not file</u> a 2016 Federal Income Tax Return.																					
<input type="checkbox"/>	I was <u>employed</u> in 2016 but <u>will not file</u> and am not required to file a 2016 Federal Income Tax Return. List below the names of all employers and the amount earned from each in 2016. (Submit copies of all W-2s issued from employers). If you do not have copies of your W-2s you can obtain a Wage and Income Transcript from the IRS at <a href="http://IRS.gov">IRS.gov</a> . <table border="1" style="width: 100%;"><thead><tr><th style="width: 60%;">Employer's Name</th><th style="width: 20%;">IRS W-2 Provided?</th><th style="width: 20%;">Annual Amount Earned in 2016</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td colspan="2" style="text-align: right;">Total Amount of Income Earned From Work in 2016</td><td style="text-align: right;">\$</td></tr></tbody></table>	Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016																Total Amount of Income Earned From Work in 2016		\$
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**C. 2016 Parent Income Verification**

**Important Note:** This section applies to the parent(s) included in the household only as reported in Section A.

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) which is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the FAFSA using the IRS DRT if that information was not changed. If you are unable to use the data retrieval, you can obtain a **2016 IRS Tax Return Transcript** at [www.IRS.gov](http://www.IRS.gov). If you did not file a tax return, you must provide a confirmation of non-filing which can be obtained from the IRS using Form 4506-T and checking box 7.

**Check the box that applies:**

<input type="checkbox"/>	The parent(s) have <u>used</u> the IRS DRT to transfer 2016 IRS income tax return information into the student's FAFSA.																					
<input type="checkbox"/>	The parent(s) have <u>not yet used</u> the IRS DRT, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.																					
<input type="checkbox"/>	The parent(s) are unable to use the IRS DRT, and instead will provide a <b>2016 IRS Tax Return Transcript</b> . If the parents filed separate 2016 IRS income tax returns, <b>2016 IRS Tax Return Transcripts</b> must be provided for <u>both</u> .  <input type="checkbox"/> <b>2016 IRS Tax Return Transcript(s)</b> has been submitted <input type="checkbox"/> <b>2016 IRS Tax Return Transcript(s)</b> will be provided on: _____ <p style="text-align: right;"><b>Date</b></p>																					
<input type="checkbox"/>	The parent(s) were <u>not employed</u> and had <u>no income earned from work</u> in 2016 and <u>will not file</u> a 2016 Federal Income Tax Return.  <input type="checkbox"/> A <b>IRS Statement of Non-Filing</b> has been submitted																					
<input type="checkbox"/>	One or both parents were employed in 2016 but <u>will not file</u> and were <u>not required to file</u> a 2016 Federal Income Tax Return. <b>List below</b> the names of all employers and the amount earned from each in 2016. (Submit copies of <u>all</u> W-2s issued from employers). List every employer even if the employer did not issue a W-2.  <input type="checkbox"/> A <b>IRS Statement of Non-Filing</b> has been submitted																					
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I certify that all of the information reported on this worksheet is complete and correct.

\_\_\_\_\_  
**Student Signature** (handwritten signature only)

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
**Parent Signature** (handwritten signature only)

\_\_\_\_\_  
 Date

**Upload completed form to the Student Portal**  
**OR Fax:** 866-659-1147 **OR Mail to:** Brandman University, Financial Aid Office, Third Floor 16355 Laguna Canyon Rd, Irvine, CA 92618