



Student Financial & Registration Services

2015–2016 DEPENDENT VERIFICATION WORKSHEET

Your Federal aid application was selected for review in a process called “verification.” In this process, The CIA’s Student Financial & Registration Services Office will be comparing information from your aid application with data from the IRS and this worksheet. **If we find conflicting information between these documents and your FAFSA, we may request additional information from you.**

You have **30** days to submit the requested documents to our office. **Your financial aid will not be processed until verification is completed.** We must review the requested information under the financial aid program rules (CFR Title 34, Part 668). If we find errors on your FAFSA, we will process the corrections electronically.

Return completed form to: The Student Financial & Registration Services Office, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538. If you should have questions, call us at 845-451-1500. You may fax information to us at 845-905-4030, or scan and e-mail to SFRS@culinary.edu. Please indicate the student’s full name on all documents.

A. STUDENT INFORMATION

Student’s Last Name	First Name	MI	Student’s Date of Birth
Student’s Email Address	Student’s Home Phone Number		
Student’s Cell Phone Number	Student ID# (if assigned)		

B. HOUSEHOLD INFORMATION

For section B. Household Information below, write the names of all the people your parents will support between July 1, 2015 and June 30, 2016. **Include the following:**

- Yourself
- Your parent(s) (biological, adoptive or stepparent) that you have listed on your 2015-16 FAFSA regardless of marital status or gender
- Your parent(s) dependent children and others (*if your parent(s) provide more than half of their support or if they would be required to give parental information when applying for federal student aid*)

Under “Current College Name,” count yourself as a college student at CIA. Also write in the names of the college for any other household member who will attend at least half time in 2015–2016 in a program that leads to a college degree or certificate.

- **DO NOT COUNT PARENTS AS ATTENDING COLLEGE EVEN THOUGH THEY MAY BE, but include them in the household below.**

If additional room is needed, attach a separate sheet of paper with names, ages, relationships, and current college name.

Full Name (first, mi, last)	Age*	Relationship to you	Current College Name Only**
<i>Example: Missy Jones</i>	<i>20</i>	<i>Self</i>	<i>The Culinary Institute of America</i>

*List ages as of the date you completed the 2015–16 FAFSA application. **Do not list elementary, high schools or previously attended colleges.

Student Name: _____

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C. TAX RETURN AND INCOME INFORMATION

Important Information: To obtain an IRS tax return transcript, go to www.IRS.gov under “Tools” select “Get Transcript of your tax records”, select “Get Transcript Online”. Sign in or create an account. Once you are signed in or completed creating an account, select “2014” from “RETURN TRANSCRIPT” box (top left). Make sure your pop-up blocker is turned off. Save the PDF and email to SFRS@culinary.edu or fax to 845-905-4030. You can also use the Data Retrieval Tool on your FAFSA, login to your 2015-16 FAFSA and under the “Financial Information” section you can link your tax return transcripts.

Circle the people listed on your 2015/16 FAFSA below who **DID** file a 2014 Federal income tax return:

YOU YOUR PARENT 1 (*biological, adoptive or stepparent*) YOUR PARENT 2 (*biological, adoptive or stepparent*)

Circle the people listed on your 2015/16 FAFSA below who **did NOT file and are not required to file** a 2014 Federal income tax return:

YOU YOUR PARENT 1 (*biological, adoptive or stepparent*) YOUR PARENT 2 (*biological, adoptive or stepparent*)

If anyone above filed a 2014 Federal income tax return, we also require that you submit the supporting W2’s along with this worksheet.

If you or your parent(s) **did not file** a 2014 tax return but earned money in 2014, list earnings below **and submit copies of all 2014 W-2 forms**. If additional room is needed, attach a separate sheet of paper with names, relationship, employment and earnings.

Relationship to you	Employment	Earnings in 2014
<i>Example: Self</i>	<i>Wal-Mart, Housekeeping and Lawn Mowing</i>	<i>\$1,000, \$400 and \$370</i>
Self		
Father/Stepfather		
Mother/Stepmother		

D. SNAP BENEFIT INFORMATION

Check this box if one of the persons listed in section B (*Household Information*) of this worksheet received benefits from the Supplement Nutrition Assistance Program (SNAP), formerly known as food stamps, any time during 2013 and/or 2014. If asked by the student’s school, you will need to provide documentation of the receipt of SNAP benefits during 2013 and/or 2014. Leave unchecked if NO ONE in section B. of this worksheet received SNAP benefits during 2013 and/or 2014.

E. CHILD SUPPORT INFORMATION

Complete this section if one (or both) of the student’s parents listed in section B (*Household Information*) **paid** child support in 2014. Indicate below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of the child support that was paid in 2014 for each child. If asked by the school, you will need to provide documentation of the payment of child support.

Name of person who PAID child support	Name of person who RECEIVED child support	Name of child whom support was paid	Annual amount of child support paid/received in 2014
<i>Example: Pat Jones</i>	<i>Chris Miller</i>	<i>Missy Jones</i>	<i>\$6,000</i>

CERTIFICATION

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. Parent and student must sign. Warning: If you purposely give false or misleading information, you may be fined, sentenced to jail or both.

Student’s Signature _____ Date _____

Parent’s Signature _____ Date _____