



## Boston University Financial Assistance

### 2015-2016 Quality Assurance Income Verification for Independent Students

Your application was randomly selected for data verification as part of the U.S. Department of Education's Institutional Quality Assurance Program. You must complete this worksheet and submit any documentation requested below. **Your compliance with QA program requirements is mandatory** to receive any type of federal, state or institutional aid. Other documents, including 2014 tax returns and W-2 forms, may also be required in order to complete your financial aid application. Please see the Student Link for details.

#### A. Student Information

Last Name	First Name	MI	Email Address
Address (Include Apartment Number)			Boston University ID Number
City	State	Zip Code	Date of Birth

#### B. Student Income Information

You are required to verify your income information using one of the options below. Check the box that applies to you:

##### IRS Data Retrieval Tool:

Instructions are available at <http://www.bu.edu/finaid/aid-basics/qa/qa-required-documents/>

**Note: Some tax filers are ineligible to use the IRS Data Retrieval Tool. If this option is not presented to you on the FAFSA and you filed a Federal Income Tax Return in 2014, you must submit an IRS Tax Transcript instead (see below).**

- ☐ I used the IRS Data Retrieval Tool to transfer income data directly from the IRS to my FAFSA. I then submitted the FAFSA, without changing my income data, on \_\_\_\_\_ (date).

##### IRS Tax Transcript:

**Note: An IRS Tax Transcript is not a tax return. It is a document that must be requested from the IRS after a return has been filed. Please visit <http://www.irs.gov/Individuals/Order-a-Transcript> to request this document.**

- ☐ A copy of my IRS Tax Transcript is attached.
- ☐ A copy of my IRS Tax Transcript will be submitted to Boston University on \_\_\_\_\_ (date).
- ☐ A copy of my IRS Tax Transcript was received by Boston University on \_\_\_\_\_ (date). (See Student Link)

##### Certification of Non-filer Status:

- ☐ I will not file and am not required to file a 2014 Federal Income Tax Return.

You are required to verify your income information using one of the options below. Check the box that applies to you:

- ☐ Copies of all W-2 Forms are attached. Employer(s) and earnings that are not on a W-2 Form are listed below.
- ☐ Copies of all W-2 Forms will be submitted to Boston University on \_\_\_\_\_ (date). Employer(s) and earnings that are not on a W-2 Form are listed below.
- ☐ Copies of all W-2 Forms were received by Boston University on \_\_\_\_\_ (date). (See Student Link.) Employer(s) and earnings that are not on a W-2 Form are listed below.
- ☐ I did not receive any W-2 Forms. Employer(s) and earnings are listed below.
- ☐ I did not receive any income in 2014.

Source(s) of Income/Name of Employer	2014 Amount Earned

### C. Spouse Income Information (if married)

Your spouse is required to verify his/her income information using one of the options below. Check the box that applies to you:

#### IRS Data Retrieval Tool:

**Note: Some tax filers are ineligible to use the IRS Data Retrieval Tool. If this option is not presented to you on the FAFSA and you filed a Federal Income Tax Return in 2014, you must submit an IRS Tax Transcript instead (see below).**

- ☐ My spouse used the IRS Data Retrieval Tool to transfer income data directly from the IRS to my FAFSA. I then submitted the FAFSA, without changing his/her income data, on \_\_\_\_\_ (date).

#### IRS Tax Transcript:

**Note: An IRS Tax Transcript is not a tax return. It is a document that must be requested from the IRS after a return has been filed. Please see [www.bu.edu/finaid/aid-basics/qa/](http://www.bu.edu/finaid/aid-basics/qa/) for more information about acquiring this document.**

- ☐ A copy of my spouse's IRS Tax Transcript is attached.
- ☐ A copy of my spouse's IRS Tax Transcript will be submitted to Boston University on \_\_\_\_\_ (date).
- ☐ A copy of my spouse's IRS Tax Transcript was received by Boston University on \_\_\_\_\_ (date). (See Student Link)

#### Certification of Non-filer Status:

- ☐ My spouse will not file and is not required to file a 2014 Federal Income Tax Return.

**You are required to verify your spouse's income information using one of the options below. Check the box that applies to you:**

- ☐ Copies of all W-2 Forms are attached. Employer(s) and earnings that are not on a W-2 Form are listed below.
- ☐ Copies of all W-2 Forms will be submitted to Boston University on \_\_\_\_\_ (date). Employer(s) and earnings that are not on a W-2 Form are listed below.
- ☐ Copies of all W-2 Forms were received by Boston University on \_\_\_\_\_ (date). (See Student Link.) Employer(s) and earnings that are not on a W-2 Form are listed below.
- ☐ My spouse not receive any W-2 Forms. Employer(s) and earnings are listed below.
- ☐ My spouse did not receive any income in 2014.

Source(s) of Income/Name of Employer	2014 Amount Earned

## D. Sign this Worksheet

You and your spouse must sign the certification below. Please provide contact information in case we have questions about the data submitted.

**By signing this worksheet, we certify that all of the information reported on it is complete and correct.**

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Print Student's Full Legal Name

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Student's Signature

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Student's Email Address

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Date

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Student's Daytime Phone Number (include Area Code)

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Print Spouse's Full Legal Name

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Spouse's Signature

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Spouse's Email Address

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Date

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Spouse's Daytime Phone Number (include Area Code)

Submit the signed, completed worksheet and attached documentation to:

**Boston University Financial Assistance**  
**881 Commonwealth Ave**  
**Boston, MA 02215**

Alternatively, you can fax them to us at 617-358-2792 or email it them us at [finaid@bu.edu](mailto:finaid@bu.edu). If you choose to fax them, please write your BU ID number at the top of each page you fax. If you choose to email them, please include your name and BU ID number.