

2012-13 Verification Worksheet Family and Tax Information

What is verification and why was I selected?

Verification is the process by which certain required information on the FAFSA is reviewed for accuracy and completeness.

Students are selected for verification for one of the following reasons:

- The Central Processing System found inconsistencies and/or potential errors in the student's FAFSA
- Random selection
- School selection

Steps to complete verification:

1. Collect income tax and other required documents
2. Review SAR to determine if there are any requests for documentation
3. Complete all three sections of this worksheet, sign it, and send the completed worksheet, income tax and other official documentation to the financial aid office at your school.

The financial aid office will notify you if there is additional documentation needed or any other questions to be answered. After verification is complete, you will be notified about the amount of financial aid you are eligible to receive.

The financial aid office cannot process your financial aid package until verification has been completed, so it is imperative that you provide the required documents as soon as possible.

Section 1 – Student Information

Name: _____

Address: _____

City, State, and Zip Code: _____

Phone Number: _____

Cell Phone (if applicable): _____

Email: _____

Social Security Number: _____

Date of Birth: _____

Section 2 - Family Information

Independent Student

List the people in your household, including:

- Yourself, and your spouse if you have one
- Your children, if you will provide more than half of their support from July 1, 2012 through June 30, 2013.
- 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 from July 1, 2012 through June 30, 2013.

Dependent Student

List the people in your parents' household, including:

- Yourself and your parent(s) (including step-parent), even if you don't live with your parents.
- Your parents' other children, even if they don't live with your parent(s), if
 - your parents provide more than half of their support from July 1, 2012 through June 30, 2013, or
 - the children would be required to provide parental information when applying for federal student aid.
- 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 from July 1, 2012 through June 30, 2013.

Write the name, age, and relationship of all household members. If applicable, write the name of the college, university, or program for any family member, excluding your parent(s), who will be attending at least half-time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. Attach a separate page if you need more space.

First and Last Name	Age	Relationship	College, University, or Program

Section 3 - Tax Forms and Income Information

Tax-filers – all tax filers must provide an official 2011 tax transcript from the IRS. These tax transcripts can be requested online at www.irs.gov or by calling (800) 908-9946. **Please note that tax transcripts are not the same as copies of tax returns. Please contact your school’s financial aid office to make other arrangements if a tax transcript is not available.**

We are requesting that you provide tax transcript(s) for those people checked below:

- You
 Spouse
 Mother (step-mother)
 Father (step-father)

Non-tax-filers -Check the box for those individuals who did not and were not required to file a 2011 federal income tax return. For those individuals, list below the employer(s) and any income received in 2011 (use W-2 forms or other earning statements). **Attention non-tax filers, by signing this document you are certifying that you were not required to file income taxes for 2011, and both the source and amount of income earned from work as reported on the FAFSA are correct.**

- You
 Spouse
 Mother (step-mother)
 Father (step-father)

Name of Employer	Student Amount	Spouse or Parent(s) Amount

Untaxed income

Both tax filers and non-tax filers must list any untaxed income received in 2011. Be sure to enter zeros if no funds were received. Failure to complete this section will delay the processing of your financial aid.

Student and/or Spouse		Parents (including step-parent)
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including but not limited to, amounts reported on W-2 Form Box 12a – 12d codes D, E, F, G, H, and S.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh, and other qualified plans from IRS Form 1040 – line 28 + line 32 or 1040A – line 17.	\$
\$	Child support received for all children. Don’t include foster care or adoption payments	\$
\$	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040 – line (15a minus 15b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here. If entering a figure, please include a copy of the 1099R.	\$

\$	Untaxed portions of IRA distributions from IRS Form 1040 – lines (16a minus 16b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$
\$	Other untaxed income not reported, such as worker’s compensation, disability, etc. Don’t include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels	\$

Section 4 – Other Information

Supplemental Nutrition Assistance Program (SNAP) benefits

In 2010 or 2011, did you, your parents, or anyone in your parents’ household receive Supplemental Nutrition Assistance Program (SNAP) benefits, previously called Food Stamps? **Yes** **No**

If yes, your school may request documentation.

Child Support Payments

Did you, or your parents if you are a dependent student, pay child support in 2011? **Yes** **No**

If yes, please provide the following information (if more information is needed, please attach another sheet of paper):

Person who paid child support	Person who received child support	Child for whom child support was received	Total amount of child support paid in 2011

Signature(s) Required

By signing this worksheet, I (we) certify that all of the information reported on this worksheet is complete and accurate. If dependent, at least one parent must sign. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature

Date

Parent Signature (dependent students only)

Date

If both parents are non-tax filers, then you are required to have both parents sign this document.

Parent Signature (dependent students only)

Date

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