

A. Student Information

2012-13 Verification Worksheet Federal Student Aid Programs

Your 2012-2013 FAFSA was selected for review in a process called <u>Verification</u>. In this process, your school will be comparing information from your FAFSA with copies of your (and your spouse's if you are married, or your parent's if you are dependent) 2011 Federal tax transcript, and/or with W-2 forms and/ or with other financial documents. Federal Regulations state the college has the right to ask you for this information before awarding federal aid. Complete this verification worksheet and submit it, along with other required documents, to the financial aid office as soon as possible to avoid a delay in processing your financial aid. If you need help, contact the financial aid office at your school. *Your school must review the requested information under the financial aid program rules (34 CFR, Part 668) and submit corrections if necessary.*

Last Name	First Name		MI	Student ID Number
Address (include apt.	#1			Social Security Number
Address (ilicidde apt.	. #)			 Date of Birth
City		State	Zip Code	
B. Family Info	ormation		·	Phone Number (include area code)
half of their support support and will con * <u>Dependent Studen</u> parent/stepparent's provide more than h	t from July 1, 2012 through June ntinue to provide more than hal ntinue to provide more than hal nt. List the people in your parents children who live with them. I half of their support from July 1,	30, 2013. Include f of their support fi t's household. Incl nclude parent/step , 2012 through June	other people <u>only</u> if the rom July 1, 2012 throug lude yourself, your pare oparent's other children e 30, 2013 or if the child	ou have one, and your children if you will provide more than ey now live with you and you provide more than half of their th June 30, 2013. ent/stepparent (even if you don't live with them), and your who do not live with them if your parent/stepparent will dren would be required to give parental information when
	t and will continue to provide m	ore than half of the	eir support from July 1, Relationship	2012 through June 30, 2013. College
	t and will continue to provide m	ore than half of the	Relationship Wife	College City University
	t and will continue to provide m	ore than half of the	eir support from July 1, Relationship	2012 through June 30, 2013. College
	t and will continue to provide m	ore than half of the	Relationship Wife	2012 through June 30, 2013. College City University
	t and will continue to provide m	ore than half of the	Relationship Wife	2012 through June 30, 2013. College City University
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2. TAX RETURN NONFILERS — Complete this section if the student/parent (and if married spouse) is not required to file a 2011 income tax return with the IRS. Check the box that applies:								
☐ A Tax Return was NOT file	□ A Tax Return was NOT filed by: □ Student / □ Parent (if dependent) / □ Spouse (if married)							
Attach copies of all 2011	for: ☐ Student /☐ Parent (if W-2 forms issued for each person a separate sheet if more space	on checked above. List ever	f married) y employer even if they did not issue					
Employee / Employee	oyer's Name	2011 Amount Earned	IRS W-2 Attached?					
(example) John Smith / Su	zy's Auto Body Shop	\$2000	Yes					
D. Other Information to Be	Verified							
Complete this section if someone in the student's (or parent's) household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010-2011 calendar years. Check here – If one of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011. Complete this section if you or your parent/spouse (if married) paid child support in 2011. Check here – if either I, my parent/or spouse (if married), who is listed in Section B of this worksheet, paid child support in 2011. I have indicated below the name of the person who paid child support, the name of the person to whom child support was paid, the name of the child/children for whom child support was paid, and the total amount of child support that was paid in 2011 for each child. If asked by my school, I will provide documentation of the payment of child support.								
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support was paid, the nar that was paid in 2011 for Name of Person Who Paid Child Support	each child. If asked by my sch Name of Person to Whom C Support was Paid	ool, I will provide documenta	Vhom Amount of Child Support id Paid in 2011					
support was paid, the nar that was paid in 2011 for Name of Person Who Paid Child	each child. If asked by my sch	ool, I will provide documenta	Vhom Amount of Child Support					
support was paid, the nar that was paid in 2011 for Name of Person Who Paid Child Support	each child. If asked by my sch Name of Person to Whom C Support was Paid	ool, I will provide documenta nild Name of Child for V Support was Pa	Vhom Amount of Child Support id Paid in 2011					
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support was paid, the nar that was paid in 2011 for Name of Person Who Paid Child Support (example) Marty Jones E. Certification and Signature Each person signing this worksheet ce must sign. Your financial aid cannot be processed	Name of Person to Whom C Support was Paid Chris Smith res runtil the financial aid office receincial aid program rules (34 CFR, Page 1)	Name of Child for V Support was Pa Terry Jones d on it is complete and correct. ves the required Verification does art 668), and submit corrections	Amount of Child Support Paid in 2011 \$6000 If student is dependent, at least one parent cuments. Your school must review the if necessary.					
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2012-2013 INSTRUCTIONS FOR ISIR DATA RETRIEVAL TOOL

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web. If you have not already used the tool, go to www.fafsa.gov, log in to 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 2011 IRS income tax information into your FAFSA.

To obtain an IRS tax return transcript go to www.IRS.gov and click on the "Order a Return or Account Transcript" link or call **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 your 2011 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. If you and your spouse or your parent are married and filed separate 2011 tax returns, a tax return transcript for both must be submitted.

You may also request a tax transcript by mailing or faxing the paper Form 4506T-EZ, which can be printed from the IRS website.

Did you file an amendment to your return?

If you filed an amendment to your tax return you cannot use the IRS Data Retrieval process. Instead, you must request a "tax transcript" which contains the information on the original return, <u>AND</u> a "tax account transcript" which contains only the data that was altered. Both documents will need to be submitted to the financial aid office.