

## **Financial Aid Office** 2012-2013 VERIFICATION WORKSHEET **Federal Student Aid Programs**

Your application was selected for review in a process called "Verification." In this process, the financial aid office will compare information from your FAFSA with your 2011 IRS tax information. The law gives the college the right to ask you for this information before awarding Federal aid. If there are differences between the FAFSA information and the IRS tax information, the college will need to make corrections electronically.

Complete this verification form and submit it to vour financial aid administrator as soon as possible. The financial aid office cannot process your application without this information.

## What you should do

- 1. Complete and sign the worksheet you and/or your spouse.
- 2.If you used the IRS Data Retrieval Tool to match your income to the IRS when you submitted your FAFSA and did not change the information, you do not need to submit any additional tax information.
- 3. If you did not use the IRS Data Retrieval Tool, you must provide signed 2011 IRS Tax Transcripts for both you and your spouse. We can no longer accept tax returns. You can request the Tax Return Transcript by going to www.irs.gov. In the "Tools" area, click on "Order a Tax Return or Account Transcript." Under number 3, click "Go to Order a Transcript" and follow the instructions. You may also call to order a transcript by phone at 800-908-9946.
- 4. For a faster alternative to requesting the IRS Tax Transcript, you can correct your FAFSA online and use the IRS Data Retrieval Tool. Go to www.fafsa.gov. Click "Start Here," login, then click "Make FAFSA corrections."
- 5. Submit the Verification Worksheet and IRS Tax Transcripts to the financial aid office.

## A. Student Information

Last Name	First Name		M.I.	Social Security Number
Address (include apt. no.)				Date of birth
City	State	ZIP Code		Phone number (include area code)
B. Family Information				

List the people in *your household*, including:

- yourself and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2012 through June 30, 2013, even if they do not live with you, and
- 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.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household 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. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	City University
		Self	

1.	Check only one box below.  Check here if you used the IRS Data Retrieval Tool to submit your FAFSA.  Check here if you are attaching a signed copy of your 2011 Tax Transcript – Tax returns cannot be accepted.  Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return. List below your employer(s) and any income received. Attach your 2011 W-2 form(s).  Sources									
			2011 Income							
						\$				
			\$							
					\$					
2.	Funds received from	Funds received from untaxed income.								
	Sources of Untaxed Income		2011 Amounts Sources of Untaxe		Income	2011 Amounts				
	a. Untaxed IRA Distributions		\$	d. IRA deductions		\$				
	b. Untaxed Pensions		\$	e. Tax Exempt Interest		\$				
	c. Education Credits		\$	f.		\$				
3.	Did you receive Foo	od Stamps during	2011? Yes N	No						
4.	•		er person in 2011? If	ves complete helow:						
٦.		2011	Name of		2011	Name of				
	Name of Child	Amount	person/agency paid	Name of Child	Amount	person/agency paid				
	a.	\$		d.	\$					
	b.	\$		e.	\$					
	C.	\$		f.	\$					
D.	Spouse's Tax F	orms and Inc	come Information	1						
	accepted.  Check here if yo spouse's employer(		come Tax Return. List below your 2 form(s).  2011 Income  \$ \$							
2.	Funds received from	n untaxed incom	e.							
	Sources of Untaxed Income		2011 Amounts	Sources of Untaxed	Income	2011 Amounts				
	a. Untaxed IRA Dis		\$	d. IRA deductions		\$				
	b. Untaxed Pensio		\$	e. Tax Exempt Interest		\$				
		c. Education Credits \$ f.		f.		\$				
3.	Did your spouse red	eive Food Stam	ps during 2011? 🔲 ነ	∕es □ No						
4.	Did your spouse PAY child support to another person in 2011? If yes, complete below:									
	Name of Child	2011 Amount	Name of person/agency paid	Name of Child	2011 Amount	Name of person/agency paid				
	a.	\$		d.	\$					
	b.	\$		e.	\$					
	C.	\$		f.	\$					
E.	Sign this Works	sheet								
rep sigi	ch person signing this orted on it is complet nature is optional.		nat all the information married, spouse's  Date		n this workshee	live false or misleading t, you may be fined, be				

Spouse