

# 2012–2013 Verification Worksheet

## Dependent Student

Your 2012–2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### B. Dependent Student's Family Information

List below the people in your parent(s) household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the other children would be required to provide parental information if they were completing a FAFSA for 2012–2013. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2013.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2012, and June 30, 2013. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Sierra College</i>	

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**C. Dependent Student's Income Information to Be Verified**

1. **TAX RETURN FILERS** —**Important Note:** If the student filed, or will file, an amended 2011 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, filed or will file a 2011 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

**Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2011 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://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 the 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.*
- Check here if the student's IRS tax return transcript and IRS W2s from employers are attached to this worksheet.*

2. **TAX RETURN NON-FILERS** —Complete this section if the student, will not file and is not required to file a 2011 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2011.
- The student was employed in 2011 and has listed below the names of all the student's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS**—**Important Note:** If the student's parent(s), filed or will file, an amended 2011 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2011 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

**Check the box that applies:**

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2011 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 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 tax return filers. If the parents are married, and separate 2011 tax returns were filed, 2011 IRS tax return transcripts must be submitted for each parent.*
- Check here if parent(s) IRS tax return transcripts and IRS W2s from employers are attached to this worksheet.*

**2. TAX RETURN NON-FILERS**—Complete this section if the student's parent(s) will not file and is not required to file a 2011 income tax return with the IRS.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2011.
- The parent(s) was employed in 2011 and has listed below the names of all the parent's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**E. Parent's Other Information to Be Verified**

1. Complete this section if someone in the student's 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 or 2011 calendar years.

- One of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011.  
*Attach documentation from the agency that issues SNAP benefits or a copy of the Food Stamps Debit Card.*

2. Complete this section if one of the student's parents paid child support in 2011.

- One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2011. The parent has indicated 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 child support that was paid in 2011 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2011
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

**F. Amount of Student's 2011 Untaxed Income**

Child Support Received	\$	SNAP (Food Stamps)- <b>Need Proof</b>	\$
Workman's Compensation	\$	AFDC/TANF (Welfare)	\$
Untaxed Pensions	\$	SSI	\$
Untaxed Disability	\$	Social Security	\$

**G. Amount of Parent(s)' 2011 Untaxed Income**

Child Support Received	\$	SNAP (Food Stamps)- <b>Need Proof</b>	\$
Workman's Compensation	\$	AFDC/TANF (Welfare)	\$
Untaxed Pensions	\$	SSI	\$
Untaxed Disability	\$	Social Security	\$

**H. Student's 2011 Asset Information** (as of the date the FAFSA was completed)

Total cash, savings, and checking accounts. Don't include student financial aid. \$ \_\_\_\_\_

Net worth of your investments, including rental real estate. **Don't include the home you live in.** \$ \_\_\_\_\_  
 Net worth means current value minus debt.

Net worth of your current businesses and /or investment farms. **Don't include a family business or family farm with 100 or fewer full-time or full-time equivalent employees.** \$ \_\_\_\_\_

**I. Parent(s)' 2011 Asset Information** (as of the date the FAFSA was completed)

Total cash, savings, and checking accounts. Don't include student financial aid. \$ \_\_\_\_\_

Net worth of your investments, including rental real estate. **Don't include the home you live in.** \$ \_\_\_\_\_  
 Net worth means current value minus debt.

Net worth of your current businesses and /or investment farms. **Don't include a family business or family farm with 100 or fewer full-time or full-time equivalent employees.** \$ \_\_\_\_\_

✓ *If you completed Schedule E on your taxes, be prepared to provide additional documentation.*

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**J. Low Income Section**

**Parent(s) complete only if your 2011 Income is less than \$6,000**

Did you (parents) live with a relative or someone else who provided free room and board in 2011?

NO  YES — NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

If yes, is your name (parents) listed on the lease/mortgage?  YES  NO

**PARENT(S) MUST LIST MONTHLY EXPENSES AND INDICATE WHO PAID FOR THE EXPENSES DURING THE 2011 CALENDAR YEAR. IF YOU (PARENTS) LIVED WITH SOMEONE WHO PAID THE EXPENSES, INDICATE WHAT YOUR PORTION WOULD BE IF YOU WERE PAYING THE EXPENSES.**

PARENT(S) LIVING EXPENSES	2011 MONTHLY EXPENSES	WHO PAID THIS EXPENSE?
1. Housing (rent/mortgage)	\$	
2. Utilities	\$	
3. Food	\$	
4. Child Care	\$	
5. Credit Card(s)	\$	
6. Medical/Dental	\$	
7. Auto-Payments, Ins., Maintenance	\$	
8. Other Personal Expenses	\$	
9. TOTAL MONTHLY EXPENSES	\$	
<b>TOTAL YEARLY EXPENSES</b> (Line 9 x 12 months)	\$	

**EXPLAIN IN DETAIL HOW YOU SURVIVED ON SUCH LOW INCOME IN 2011:**

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**K. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date this form.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date