2012-13 Verification Worksheet Federal Student Aid Programs

Your 2012-2013 FAFSA was selected for review in a process called Verification. 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.*

A. Student Information

Last Name First Name MI

Student ID Number

Address (include apt. #)

Social Security Number

Date of Birth

City State Zip Code

Phone Number (include area code)

B. Family Information

Write the names of all household members* in the section below. **LIST YOURSELF FIRST!** Also write in the college name for any family member, excluding your parent, who will attend college at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a financial aid eligible program. If you need more space, attach a separate page.

******Independent Student***: List the people in **your household**. Include yourself, 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. Include other people **only** 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 **parent's household.** Include yourself, your parent/stepparent (even if you don't live with them), and your parent/stepparent's children who live with them. Include parent/stepparent's other children who do not live with them **if** your parent/stepparent will provide more than half of their support from July 1, 2012 through June 30, 2013 or **if** the children would be required to give parental information when applying for federal student aid. List any other people who now live in your parent/ step-parent's household **if** your parent/stepparent provides 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.

Full Name	Age	Relationship	College
(example) Missy Jones	*24*	*Wife*	*City University*
		SELF	*KCTCS*

C. Income Information to Be Verified

1. TAX RETURN FILERS – Check the box that applies:

☐ Tax Transcript is attached for: ☐ Student / ☐ Parent (if dependent) / ☐ Spouse (if married)

☐ Tax Transcript and Tax Account Transcript are attached (if amendment was filed) for: ☐ Student / ☐ Parent (if dependent) ☐ Spouse (if married)

☐ IRS Data Retrieval Tool was used by: ☐ Student / ☐ Parent (if dependent) / ☐ Spouse (if married)

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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** filed by: ☐ Student / ☐ Parent (if dependent) / ☐ Spouse (if married)

☐ There was earned income for: ☐ Student / ☐ Parent (if dependent) / ☐ Spouse (if married)
Attach copies of all 2011 W-2 forms issued for each person checked above. List every employer even if they did not issue an IRS W-2 form. *Attach a separate sheet if more space is needed.*

Employee / Employer's Name	2011 Amount Earned	IRS W-2 Attached?
(example) John Smith / Suzy'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.

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
(example) Marty Jones	*Chris Smith*	*Terry Jones*	*$6000*

E. Certification and Signatures

Each person signing this worksheet certifies that all information reported on it is complete and correct. If student is dependent, at least one parent must sign.

Your financial aid cannot be processed until the financial aid office receives the required Verification documents. Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668), and submit corrections if necessary.

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 (Dependent Students Only) Date

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2012-2013 INSTRUCTIONS FOR IRS 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, **AND** a "tax account transcript" which contains only the data that was altered. Both documents will need to be submitted to the financial aid office.