



## 2012-13 Verification Worksheet Federal Student Aid Programs

**OFFICE USE ONLY**

SAP Status \_\_\_\_\_ DB Matches \_\_\_\_\_  
 SAR Comments \_\_\_\_\_ Owing School \_\_\_\_\_  
 FA Term Grad Date \_\_\_\_\_ FAR \_\_\_\_\_  
 FA Eligible \_\_\_\_\_

Your 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 **transcripts**, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding federal aid. Your school is required to make corrections if there are differences between your FAFSA information and your financial documents.

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.

### What you should do

1. **Complete** and **sign** this worksheet. **Do not leave spaces blank.**
2. Submit this completed **signed** worksheet, **2011 IRS transcripts (and spouses or parents if necessary)** and any other requested documents to the financial aid office.
3. Your financial aid office will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA and submit changes if necessary. **You should NOT submit FAFSA changes yourself after Verification is complete.**

*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
City			Date of Birth
State		Zip Code	Phone Number (include area code)

Follow the **Dependent Student** instructions if you **WERE REQUIRED** to include parent data on your **FAFSA**.  
 Follow the **Independent Student** instructions if you **WERE NOT REQUIRED** to include parent data on your **FAFSA**.

### 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
<i>(example) Missy Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		<b>SELF</b>	<b>KCTCS</b>

## C. Tax Forms and Income Information

**TAX RETURN FILERS – Important note: if you (or your spouse, if married) filed, or will file, an amended 2011 IRS tax return, you must contact your financial aid administrator before completing this section.**

**Instructions:** Complete this section if you, the student, filed or will file, a 2011 income tax return with the IRS. The best way to verify income is by using the IARS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://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. 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.

**Check the box that applies:**

- The student, have used the IRD Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's or if a dependent student, the parent/stepparent) 2011 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA
- The student, have not yet used the IRS Data Retrieval Tool, but will use the tool to transfer my (and, if married, my spouse's or if a dependent student, the parent/stepparent) 2011 IRS income information into my FAFSA once I have filed my 2011 IRS tax return
- The student, or if a dependent student, the parent/stepparent was unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2011 IRS tax 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 to request the "IRS tax transcript". You will need your Social Security number, date of birth and the address on file with the IRS. 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 are married and you and your spouse filed separate 2011 tax returns, you must submit **tax transcripts** for both you and your spouse.*
- No tax return filed.** I am completing the boxes below for the appropriate members of my household.

	No, I will NOT file a return	Report the 2011 income earned from working below. Refer to Form W-2s if necessary.	Report any <u>untaxed</u> income received and the source of the income.		
Student		\$	Source		\$
Spouse		\$	Source		\$
Parent		\$	Source		\$

## D. Other Required Information

- Yes  NO In 2010 or 2011 did anyone in the household (listed in Section B) receive benefits from the supplemental Nutrition Assistance Program or SNAP (formally known as food stamps)?
- Yes  NO Did any family member listed in Section B pay child support in 2011? If yes, list 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, the total annual 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.
- Yes  NO Did you or anyone in your household receive any Child Support during 2011?
- \$ \_\_\_\_\_ If so, list the total amount of Child Support received during 2011.

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

## E. Sign this Worksheet

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 \_\_\_\_\_