

Verification Policy

- ❖ **Purpose:** This policy sheet is designed to help you understand the verification process. Your application was selected for review in a process called Verification. In this process, the law states schools have the right to ask you for this information before awarding Federal aid. Complete the attached verification form and submit it to the Student Financial Services Office by mail or fax as soon as possible to avoid delays in financial aid disbursements. Follow the directed steps in this packet to ensure Rochester College will be comparing information from your FAFSA application official IRS data of your parents or spouse's and your Federal tax information, depending on your dependency status. If there are differences between your FAFSA information and your IRS financial data, you or your school must make corrections electronically or by using your Student Aid Report (SAR).
- ❖ **Deadline:** You must complete the verification worksheet and submit the supporting documentation by the end of the first semester you attend for the academic year in which you have been selected for verification. **You are not eligible to receive any Federal, Title IV financial aid disbursements until you have completed this process.** Verifications submitted after the first attended semester will not be evaluated and therefore you will not receive any campus based aid or federal loans for that year. However, if you have extenuating circumstances on why you were not able to meet the deadline you may file a written appeal to the financial aid director for consideration.
- ❖ **Corrections:** Based on the items submitted, the financial aid office will enter the data into the Department of Education software and after the information is recalculated we will make any applicable changes, if any at all, to your SAR. Should additional information be needed, you will be contacted by email and/or mail on what you need to do.
- ❖ **Notification:** Within one week of completing the verification, the financial aid office will notify you by mail and/or email if the verification resulted in a different Expected Family Contribution (EFC). Specifically, if your EFC increases or decreases enough to create a change to impact your current award package, you will receive a corrected award letter reflecting the necessary changes to your award package.
- ❖ Please contact your financial aid administrator with any questions; we are here to help you.



2011-2012 Verification Worksheet - Independent

Your application was selected for review in a process called Verification. The law states that the school has the right to ask you for this information before awarding Federal aid. Follow the below steps to ensure Rochester College will be comparing information from your FAFSA application to your official IRS data and/or of your parents or spouse's, depending on your dependency status. If there are differences between your FAFSA information and your IRS financial data, you or your school must make corrections electronically or by using your Student Aid Report (SAR). Please complete this verification form and submit it to the Student Financial Services Office as soon as possible to avoid delays in financial aid disbursements. Your financial aid administrator is available to help you.

Go to www.fafsa.ed.gov and after signing in using "Start Here", click "Make Corrections to FAFSA". Go to "Financial Information". Both student and parent should click "Link to IRS". Enter PIN if not already done so at the beginning of your session. At that point, your FAFSA will be saved and you will be transferred to the IRS Web site:

1. On the IRS Web site, enter the requested information.
2. Once the IRS has validated your identification, your IRS tax information will display. You can either transfer your information from the IRS, or choose to return to *FAFSA on the Web* from the IRS Web site. If you do not transfer your information or choose not to return from the IRS Web site, you will have to login to open your saved FAFSA.
3. If you transfer your IRS tax information, questions that are populated with tax information will be marked with "Transferred from the IRS."
4. It is very important not change data amounts transferred from the IRS. Your FAFSA will be coded if changes were made, and we will be required to obtain you and your parents and/or spouses depending on your dependency status, signed 2010 1040 tax return and W-2's.

Items To Submit if IRS Data changed/incomplete:

- ✓ Completed, signed and dated 2011-2012 Verification Worksheet.
- ✓ A signed and dated copy of your parents' and your 2010 IRS Form 1040's, 1040A's, 1040EZ's, TeleFile Tax Records, Puerto Rican tax returns, or foreign tax returns.
- ✓ Copies of all attachments and schedules associated with your parents' and your 2010 Federal Tax Returns.
- ✓ Copies of all 2010 W-2's.
- ✓ If you list any income on this form not documented in the above forms, you must submit documentation of that amount. (Examples include: workman's compensation, Child Support, untaxed pensions, Profit and Loss Statement / Schedule C and 1099's, and any other income documentation).

A. Student Information

_____ Last Name	_____ First Name	_____ M.I.	_____ Social Security Number
_____ Address			_____ Date of Birth
_____ City	_____ State	_____ Zip code	_____ Phone Number

B. Family Information

In the space below, please list the people in your household. Please include:

- ✓ Yourself.
- ✓ Your spouse.
- ✓ Your children (including stepchildren).
- ✓ 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, 2011 through June 30, 2012.

Also list:

- ✓ Age.
- ✓ Relationship to you.
- ✓ College that they will attend in 2011-2012, if any.

Full Name	Age	Relationship	College
		SELF	

IF YOU HAVE COMPLETED ABOVE STEPS TO TRANSFER YOUR IRS DATA YOU MAY SKIP "C" and "D".

C. Student's Tax Forms and Income Information

1. Please only check one box

- I have attached my signed 2010 IRS tax form and all necessary documents.
- I will send my signed 2010 IRS tax form and all necessary documents to Rochester College by _____ (date).
- I am not required to file my taxes but have attached my W-2's and all other documents that apply to me. (Please list each employer and the amount received for 2010 below.)
- I did not work in 2010 and have no income to report.

2. List all employers and amount of income from W-2's. Please send copies of W-2's to the Financial Aid Office.

Sources	2010 Amount

3. Please report any **untaxed** income in this section. Also, please send documentation of these amounts with your tax forms.

Sources of untaxed income	2010 Amount
Child support Received	\$
Child support Paid	\$
Workman's Compensation	\$
Untaxed Pensions	\$
Other untaxed income _____	\$

D. Spouse's Tax Forms and Income Information

1. Please only check one box

- I have attached my signed 2010 IRS tax form and all necessary documents.
- I will send my signed 2010 IRS tax form and all necessary documents to Rochester College by _____ (date).
- I am not required to file my taxes but have attached my W-2's and all other documents that apply to me. (Please list each employer and the amount received for 2010 below.)
- I did not work in 2010 and have no income to report.

2. List all employers and amount of income from W-2's. Please send copies of W-2's to the Financial Aid Office.

Sources	2010 Amount

3. Please report any **untaxed** income in this section. Also, please send documentation of these amounts with your tax forms.

Sources of untaxed income	2010 Amount
Child support Received	\$
Child support Paid	\$
Workman's Compensation	\$
Untaxed Pensions	\$
Other untaxed income _____	\$

E. Tax Filing

- Student filed a 1040A or 1040EZ return
- Student filed a 1040 return and was eligible to file a 1040A or 1040EZ
- Student filed a 1040 return and was not eligible to file a 1040A or 1040EZ
- Student not required to file

- Spouse filed a 1040A or 1040EZ return
- Spouse filed a 1040 return and was eligible to file a 1040A or 1040EZ
- Spouse filed a 1040 return and was not eligible to file a 1040A or 1040EZ
- Spouse not required to file

F. Sign this Worksheet

By signing this worksheet, we certify that all the information reported on it is complete and correct.

Student Signature

Date

Spouse Signature

Date

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