



**2012-13 Verification Worksheet – Independent Student
Institutional Documentation Service (IDOC)**

Step 1 – 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)

Step 2 – Household Information

In the chart below include:

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2012 through June 30, 2013
- Other people only if they live with you and you provide more than half of their support and will continue to do so from July 1, 2012 through June 30, 2013
 - Provide college information for those students attending at least half-time during 2012-13 in a program leading to a degree, diploma, or certificate

Full Name	Age	Relationship	Name of College	Undergraduate/ Graduate	Half-time/ Full-time
		<i>Self</i>			

Step 3 – Student's Tax Filing Status – Calendar Year 2011

Have you or will you be required to file a 2011 U.S. federal income tax return?

_____ **YES** Continue to Step 4.

_____ **NO** Complete, and submit in your IDOC packet, a *Non-Tax Filer's Statement* available on the IDOC website. Continue to Step 4.

Step 4 – Spouse’s Tax Filing Status – Calendar Year 2011

If you are married, has your spouse filed or will he or she be required to file a 2011 U.S. federal income tax return?

_____ **YES** Continue to Step 5.

_____ **NO** Complete, and submit in your IDOC packet, a *Non-Tax Filer’s Statement* available on the IDOC website. Continue to Step 5.

Step 5 – Food Stamp Benefits – Calendar Years 2010 and 2011

Did you receive Supplemental Nutrition Assistance Program (SNAP) benefits (Food Stamps) in 2010 or 2011?

_____ **YES** Submit in your IDOC packet a copy of a letter or other documentation from the agency that issued the Food Stamps your family received. If your college has given you guidance, please follow their directions. Clearly label the document “Food Stamp Verification” and put your SSN in the top right corner of the document. Continue to Step 6.

_____ **NO** Continue to Step 6.

Step 6 – Child Support Paid – Calendar Year 2011

Did you, or your spouse if married, pay child support because of divorce or separation during the calendar year 2011? (Do not include support for children included in Step 2 above.)

_____ **YES** Complete, and submit in your IDOC packet, a *Child Support Paid Verification Statement* available on the IDOC website. Continue to Step 7.

_____ **NO** Continue to Step 7

Step 7 – Certification

By signing this worksheet, I certify all the information reported is complete and correct (the student and student’s spouse, if married, must sign):

Student Signature

Date

Spouse Signature (if married)

Date

Mail this completed form along with other required documents listed in your IDOC Requirements Letter to the **College Board IDOC, P.O. Box 4017, Mount Vernon, IL 62864**. You must also include a completed IDOC Cover Sheet. To view your Requirements or to print a Cover Sheet, go to <https://idoc.collegeboard.com>. Call 305-420-3688 for assistance.