



SOUTHERN
METHODIST
UNIVERSITY

Division of Enrollment Services
Financial Aid

2012-2013 Dependent Student Verification Statement

Your FAFSA (Free Application for Federal Student Aid) has been selected under federal regulations for verification. The verification process will be conducted by SMU in accordance with the U. S. Dept. of Education's Verification Regulations (Title 34 CFR 668, Subpart E).

- ☒ *Please carefully read the requirements below, complete Steps 1-6, and submit all documentation in a timely manner to ensure efficient processing of any financial aid awards for which you are eligible.*

Failure to complete verification will delay awarding and disbursement of funds to your student account.

- ☒ *If any additional information is needed to resolve conflicting or unclear data, you will be notified by the SMU Financial Aid office.*

Submit documents via:

Mail:

ATTN: Financial Aid Advisor
Southern Methodist University
Division of Enrollment Services
P. O. Box 750181
Dallas, TX 75275-0181

Fax: (214) 768-3878 or 214-768-3997

Email: FA.Verification@mail.smu.edu

In person: at the Financial Aid Front Desk on the 1st floor of the Laura Lee Blanton Bldg.

Questions? CALL (214) 768-3417

STEP 1: Student Information (please print)

Last name

First name

MI

SMU ID Number

Last 4 digits of SSN

E-mail Address

Parent address (number, street, city, state, zip code)

Student Address

() _____ - _____
Parent telephone number with Area Code

() _____ - _____
Student Phone

STEP 3: For ALL Students & Parents

Federal benefits received in 2010 or 2011: If a person(s) listed in the household section in **Step 2** was/were **eligible** for one of the federal benefits listed below in 2010 or 2011, please check the appropriate box. (The amount they were eligible to receive, or did receive, is not needed here).

- | | |
|---|---|
| <input type="checkbox"/> Food Stamps/SNAP | <input type="checkbox"/> Supplemental Security Income |
| <input type="checkbox"/> Free/Reduced Price Lunch | <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) |

Child Support Paid (not received) in 2011: If a member of your household in **Step 2** paid out child support, please report below. If not, please leave **blank**.

- The name of person paying child support: _____
- The name of the person to whom child support was paid: _____
- The name of child for whom child support was paid: _____
- The amount of child support paid: \$ _____

STEP 4: For Students & Parents who have ALREADY FILED 2011 Taxes

Do any of the following conditions apply to you and your family?

- filed an amended 2011 tax return (IRS Form 1040X)*
- filed a foreign or Puerto Rican 2011 tax return
- parents had a change in marital status after December 31st, 2011
- married parents filed as "Head of Household" or "Married filing separately"
- entered an invalid Social Security Number (SSN) on the FAFSA, or entered SSN as all zeroes
- has a SSN that begins with "666"
- used the **IRS Data Retrieval Tool** while completing your FAFSA online, and **afterwards changed the tax data after transferring it from the IRS.**

▶ **IF YES**, you must request a **2011 IRS Tax Return Transcript** by one of the following methods:

- Go online at IRS.gov and click on "Order a Transcript"
- Call 1-800-829-1040 (you can provide our fax no. 214-768-3878 as 3rd party recipient).
- Paper request: IRS Form 4506T- EZ (can be downloaded from IRS.gov).
- *IRS allows only 1 transcript order at a time; please make a copy for your records!*

Check here if transcript is attached	Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>
Check here if transcript is coming later	Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>

▶ ***IF YES**, and you filed an **AMENDED tax return Form 1040X**, please **circle** one option below:

- Request **BOTH** an IRS Tax Return Transcript and IRS Tax Account Transcript
- Request an **IRS Record of Account** (has both original and amended tax data; could take up to 30 days).

*Must use Form 4506-T, call 1-800-829-1040, or visit IRS.gov. *Please make a copy!*

Check here if transcript(s) is/are attached	Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>
Check here if transcript(s) is/are coming later	Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>

- ▶ **IF NO**, please go online to FAFSA.gov and submit a correction to SMU. Use the **IRS Data Retrieval Tool** to import tax data into the Financial Info section. *If taxes were filed electronically, IRS data is available for import within 1-2 weeks, but could take up to 8 weeks for paper filers.* Please visit www.smu.edu/financial_aid for further information on this feature.

Check here if Retrieval Tool has been used
 Check here if you will use Retrieval Tool soon

Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>
Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>

Step 5: For Students & Parents who have NOT YET filed 2011 Taxes

If you completed your FAFSA before filing taxes and have not since updated it, you can go to FAFSA.gov and submit a correction using the IRS Data Retrieval Tool. In order to do so, please answer "Already Filed/Completed" to question #32/#79 ("Taxes Filed?"). Otherwise, the tool will not be made available on the application.

If you plan to file your taxes by April 17th and will then use the IRS Retrieval Tool, check here -

Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>
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If you have filed for an extension with the IRS, attach the items below and check here. A signed copy of your tax return will be requested after filing.

Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>
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- Form 4868
- Copies of all your W-2's
- If you are self-employed, indicate your AGI for 2011 here: \$_____

Step 6: For Students & Parents who WILL NOT file and are NOT REQUIRED to file 2011 Taxes

Write the name of each employer/source of income and the 2011 wages received (if additional space is needed, please attach another page). Also, you must attach copies of all your W-2's for 2011:

For the Student:

- Employer/Source 1 _____ 2011 wages: \$_____ W-2 attached? Y / N
- Employer/Source 2 _____ 2011 wages: \$_____ W-2 attached? Y / N

If you were not employed and earned \$0 in wages for 2011, check here

For the Parent(s):

- Father Employer/Source _____ 2011 wages: \$_____ W-2 attached? Y / N
- Mother Employer/Source _____ 2011 wages: \$_____ W-2 attached? Y / N

If you were not employed and earned \$0 in wages for 2011, check here

- PLEASE SIGN TO ENSURE TIMELY PROCESSING OF VERIFICATION DOCUMENTS.
- SIGNING HERE CERTIFIES THAT ALL INFORMATION PROVIDED HEREIN IS COMPLETE AND ACCURATE.

Student Signature

Date

Parent Signature

Date

IRS Data Retrieval Tool not Utilized

⊗ *If you elected to use the IRS Data Retrieval Tool, you are **not required** to fill out this form.*

The **IRS Data Retrieval Tool** is designed to report the most accurate financial information for an applicant and his/her family or spouse on the FAFSA online application. It is also used to complete the verification requirement. Federal regulations require that SMU obtain an explanation for why an applicant elected not to use the tool when completing the FAFSA online.

- 1) In cases where this tool was not used while completing the FAFSA, an applicant **who was otherwise eligible** must explain why the IRS tax data was not sufficiently accurate to transfer into the FAFSA, or any other reason they chose not to utilize it. **Eligibility rules can be found above on pg. 3, Step 4.**

- 2) If you transferred your IRS data using the Retrieval Tool, but **afterwards you made a change** to that data (either prior to submitting the FAFSA or on a later FAFSA correction), your FAFSA will be selected for verification.

Please select a reason for changing the information:

- Student or parent filed an amended tax return (IRS Form 1040X)
- Student or parent marital status has changed unexpectedly since December 31, 2011

For reasons other than the ones listed above, please explain below:

Please promptly return to the Financial Aid Office, along with the rest of the Dependent Verification packet. Please sign below:

Student Signature

Date

Parent Signature

Date