

V1 – Dependent**RICHARD BLAND COLLEGE***2013-14 Dependent Verification Worksheet*RICHARD BLAND COLLEGE
OF THE COLLEGE of WILLIAM & MARY

Explore. Prepare. Grow.

Your financial aid application was selected for review in a process called verification. The Financial Aid Office will be comparing the information provided on this form and on other requested documents to the information on your Free Application for Federal Student Aid (FAFSA). If there are differences, your FAFSA information may need to be corrected.

Return this form as soon as possible to avoid delay in receiving your financial aid.

A. Dependent Student's Information

Student's Last Name

First Name

M.I.

Student's SSN

Student's Street Address (include apt. number)

Student's Date of Birth

City

State

Zip Code

Student's Email

Student's Daytime Phone Number (include area code)

B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- **Youself and your parent(s)** (including a stepparent) even if you do not live with your parents
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013-14. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

If applicable, name of college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between 7/1/2013 and 6/30/2014.

Full Name	Age	Relationship	College
		<i>Self</i>	

Please attach a separate page to list additional family members

Student's Name: _____

SSN: _____

C. Dependent Student's Income Information to Be Verified – Complete either section #1 or section #2

1. **TAX RETURN FILERS – Complete this section if the student filed or will file a 2012 income tax return with the IRS.** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log into the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the "Financial Information" section. From there, follow the instructions to determine if the student is eligible to use the IRS DRT to transfer 2012 IRS income information into the student's FAFSA. It takes up to 3 weeks for IRS income information to be available for the IRS DRT for electronic IRS tax return filers, and up to 11 weeks for paper IRS tax return filers.

Check the box that applies:

- ☐ The student has used the IRS DRT in FAFSA on the Web to transfer 2012 IRS income tax return information into the student's FAFSA.
- ☐ The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to retrieve and transfer 2012 IRS income information into the student's FAFSA.
- ☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web. The student will submit to the school a **2012 IRS tax return transcript** — not a photocopy of the income tax return. 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 the 2012 IRS tax return was filed). It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eleven weeks for paper IRS tax return filers. **Check the box that applies:**
- ☐ Check here if the student's 2012 IRS Tax return transcript is attached to this worksheet.
- ☐ Check here if the student's 2012 IRS Tax Return Transcript will be submitted later.
Verification cannot be completed until the IRS tax return transcript has been submitted to the financial aid office.

2. **NONTAX FILER – Complete this section if the student will NOT file and is not required to file a 2012 income tax return with the IRS. Check the box that applies:**

- ☐ The student was not employed and has no income earned from work in 2012.
- ☐ The student was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Student's Name: _____

SSN: _____

D. Parent's Income Information to Be Verified – Complete either section #1 or #2

1. **TAX RETURN FILERS – Complete this section if the student's parent(s) filed or will file a 2012 income tax return with the IRS.** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web. If the parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS DRT to transfer 2012 IRS income tax information into the student's FAFSA. It takes up to 3 weeks for IRS income information to be available for the IRS DRT for electronic IRS tax return filers, and up to 11 weeks for paper IRS tax return filers.

Check the box that applies:

- ☐ The student's parent(s) has used the IRS DRT in FAFSA on the Web to transfer 2012 IRS income tax return information into the student's FAFSA.
- ☐ The student's parent(s) has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to retrieve and transfer 2012 IRS income information into the student's FAFSA.
- ☐ The student's parent(s) is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web. The parent will submit to the school a **2012 IRS tax return transcript** — not a photocopy of the income tax return. 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 the 2012 IRS tax return was filed). It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eleven weeks for paper IRS tax return filers. If the parents are married and filed separate 2012 tax returns, each parent must submit their individual 2012 IRS tax return transcript. **Check the box that applies:**

- ☐ Check here if a 2012 IRS Tax return transcript is attached to this worksheet.
- ☐ Check here if a 2012 IRS Tax Return Transcript(s) will be submitted later.
Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the financial aid office.

2. **NONTAX FILER – Complete this section if the student's parent(s) will NOT file and is not required to file a 2012 income tax return with the IRS. Check the box that applies:**

- ☐ The parent(s) was not employed and has no income earned from work in 2012.
- ☐ The parent(s) was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Student's Name: _____

SSN: _____

E Child Support Paid

Complete this section if one of the student's parents paid child support in 2012.

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 2012
<i>Marty Jones (example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$3,000.00</i>

F Supplemental Nutrition Assistance Program (SNAP/ food stamps)

Check the box below if someone in the student's parent's household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) anytime during the 2011 or the 2012 calendar years.

☐

One of the persons living in this household received SNAP benefits in 2011 or 2012. If asked by College, I will provide documentation of the receipt of SNAP benefits during the 2011 and/or 2012.

G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.
The student and one parent must sign and date.

WARNING: If you purposefully 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

Date

*Submit this worksheet to the Richard Bland College Financial Aid Office.
You should make a copy of this worksheet for your records.*