

## 2013–2014 Verification Worksheet

### Dependent Student- Tracking Group VI

#### A. Student's Information

Last Name	First Name	M.I.	Redlands ID or SSN
Street Address (include apt. no.)	City	State	Zip Code
Date of Birth	Telephone Number w/ Area Code		

#### B. Household Information

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

- Yourself and your custodial parent(s) (including a stepparent) **even if you don't live with your parent(s)**.
- Your custodial 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 2013–2014. 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 custodial 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.
- Include the name of the 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 July 1, 2013, and June 30, 2014.

*(If you need more space, use space under table, or attach a separate page. Do not include non-custodial parents or any other family members not in the household.)*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
1)		Self (Student)	University of Redlands	
2)				
3)				
4)				
5)				
6)				

#### C. Student's Income to Be Verified

##### 1. STUDENT TAX RETURN FILERS

**Instructions:** Complete this section if the student filed or will file a 2012 income tax return with the IRS. ***Skip to 2 if this does not apply to you.***

**Important Note:** If the student filed, or will file, an amended 2012 IRS tax return, the student must submit 2012 IRS tax return transcripts, and a signed copy of the 2012 IRS Form 1040X "Amended U.S. Individual Income Tax Return" that was filed with the IRS.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2012 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The school will use the IRS information that was transferred in the verification process.*
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2012 IRS income information into the student's FAFSA once the student has filed a 2012 IRS tax return. *Your school cannot complete the verification process until the IRS information has been transferred into your FAFSA.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2012 IRS tax return transcript**—not a photocopy of the income tax return. *Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

(Section C continued)

**2. STUDENT TAX RETURN NONFILERS**

**Instructions:** 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 had no income earned from work in 2012.
- The student was employed in 2012 and has listed below the names of all the student’s employers, and the amount earned from each employer in 2012. **Students who had any income earned from work MUST attach copies of all 2012 IRS W-2 forms issued to the student by employers.** List every employer even if they did not issue an IRS W-2 form.

Employer’s Name	2012 Amount Earned	IRS W-2 Attached? (Yes or No)

**D. Parent’s Income to Be Verified**

**1. PARENT TAX RETURN FILERS**

**Instructions:** Complete this section if the parent(s) filed or will file a 2012 income tax return with the IRS. ***Skip to 2 if this does not apply to you.***  
**Important Note:** If the parent filed, or will file, an amended 2012 IRS tax return, the parent must submit 2012 IRS tax return transcripts, and a signed copy of the 2012 IRS Form 1040X “*Amended U.S. Individual Income Tax Return*” that was filed with the IRS.

**Check the box that applies:**

- The custodial parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2012 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The school will use the IRS information transferred into the student’s FAFSA to complete the verification process.*
- The custodial parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2012 IRS income information into the student’s FAFSA once the parent’s IRS tax return has been filed. *The school cannot complete verification until the parent has transferred IRS information into the student’s FAFSA.*
- The custodial parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student’s school a copy of the parent’s **2012 IRS tax return transcript(s)**—not photocopies of the income tax return. *Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

**2. PARENT TAX RETURN NONFILERS**

**Instructions:** Complete this section if the 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 had no income earned from work in 2012.
- The parent(s) was employed in 2012 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2012. **Parent who had any income earned from work MUST attach copies of all 2012 IRS W-2 forms issued to the parent(s) by employer(s).** List every employer even if they did not issue an IRS W-2 form.

Parent’s Name	Employer’s Name	2012 Amount Earned	IRS W-2 Attached? (Yes or No)

**E. Parent's Other Information to Be Verified**

1. Complete this section if someone in the parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program (SNAP) (formerly known as food stamps) any time during the 2011 or 2012 calendar years. **Skip to 2 if this does not apply to you.**

One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. *If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.*

2. Complete this section if one (or both) of the parents listed in Section B of this worksheet paid child support in 2012. *If asked by the school, I will provide documentation of the payment of child support.* **Skip to Section F if this does not apply to you.**

Name of Parent 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

**F. Certification and Signatures**

We certify that all information reported on or submitted with this form is complete and correct to the best of our knowledge. We understand that if we purposefully give false or misleading information to qualify for financial aid, we may be subject to prosecution, which may result in a fine, a prison sentence, or both.

**The student and one parent must sign and date.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Email Address



Please print, sign and return this form to the Office of Financial Aid.\*

\*Electronic signatures cannot be accepted.