Troy University
Financial Aid Office
134 Adams Administration Bldg.
Troy, AL 36082

# Independent Verification Worksheet (V5) 2013-2014

**Call 1-800-414-5756 for questions**

V5

Your 2013-2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provide correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at Troy University. The financial aid office may ask for additional information. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed. You must return this form to the address listed on this form.

## A. Student Information

Student's Name:______________________________ Social Security Number:____________________
First M.I. Last

Date of Birth:________________ Home Phone:________________ Cell Phone:________________

Email:______________________________________ Work Phone:____________________

Address:________________________________________________________________
Street/P.O. Box City State Zip

## B. Family Information

List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2013, through June 30, 2014, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2014.

For any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2013, and June 30, 2014, include the name of the college. If more space is needed, provide a separate page with the student's name and social security number at the top.

| Full Name | Age | Relationship | College |
|---|---|---|---|
| **You, the student** | | | **Troy University** |
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Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**Student's Name**________________________________________**SSN:**______________________

## C. Verification of 2012 IRS Income Tax Return Information for Student Tax Filers

**Instructions**: Complete this section if the student and spouse filed or will file a 2012 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2012 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic filers, 2012 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2012 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the 2012 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2012 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

**Check the box that applies:**

☐ The student (and, if married, my spouse) 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 (and, if married, my spouse) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2012 IRS income tax return information into the student's FAFSA once the 2012 IRS income tax return has been filed.

☐ The student (and, if married, my spouse) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2012 IRS Tax Return Transcript(s), W-2 Forms, and other IRS documents**. (signature not required)

To obtain a **2012 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." Use the Social Security Number and date of birth of the first person listed on the 2012 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2012 IRS income tax return). In most cases, for electronic filers, a **2012 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2012 IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the **2012 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2012 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2012 IRS income tax returns, **2012 IRS Tax Return Transcripts, W-2 Forms, and other IRS documents** must be provided for both.

☐ Check here if a **2012 IRS Tax Return Transcript(s)** is provided.

☐ Check here if a **2012 IRS Tax Return Transcript(s)** will be provided later.

## Verification of 2012 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2012 income tax return with the IRS. You must complete a 2013-2014 Living Expense Statement form. It can be located at **http://trojan.troy.edu/financialaid** under **2013-2014 Forms**.

**Check the boxes that apply:**

☐ The student was not employed and had no income earned from work in 2012.

☐ The student's spouse (if married) was not employed and had no income earned from work in 2012.

☐ The student and/or spouse were employed in 2012 and have listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is provided. [Provide copies of all 2012 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and social security number at the top.

| Employer's Name | 2012 Amount Earned | IRS W-2 Provided? |
|---|---|---|
| Suzy's Auto Body Shop (example) | $2,000.00 (example) | Yes (example) |
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**Student's Name**______________________________________**SSN:**______________________

**Instructions:** Please complete all the fields below. If any field is left blank, we will consider the form incomplete, we will **NOT** assume 0.

| STUDENT | 2012 Additional Financial Information | SPOUSE, if married |
|---|---|---|
| | Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31 | |
| | Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support from children you claimed in household size. | |
| | Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships | |
| | Student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships. | |
| | Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q). | |
| | Cooperative education program earnings. | |

| STUDENT | 2012 Untaxed Income | SPOUSE, if married |
|---|---|---|
| | Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes, D, E, F, G, H, and S. | |
| | IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040-total of lines 28+32 or 1040A-line 17. | |
| | Child support received for all children. Don't include foster care or adoption fees. | |
| | Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b | |
| | Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11A minus 11b). Exclude rollovers. If negative, enter a zero here. | |
| | Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here. | |
| | Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits) Don't include the value of on-base military housing or the value of a basic military allowance for housing. | |
| | Veterans' non-education benefits such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances. | |
| | Other untaxed income not reported, such as workers' compensation, disability, etc. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, SSI, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending plans (e.g. cafeteria plan), foreign income exclusion or credit for fed tax on special fuels. | |
| | Money received, or paid on your behalf (e.g. bills) not reported elsewhere on form. | |

**Student's Name** ______________________ **SSN:** ______________

## E. Independent Student's Other Information to Be Verified

1. Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2011 or 2012.

2. Complete this section if you or your spouse, if married, paid child support in 2012.

☐ Either I, or if married my spouse listed in Section B of this worksheet paid child support in 2012. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2012 for each child. If asked by the school, I will provide documentation of the payment of child support. If you need more space, attach a separate page that includes the student's name and social security number at the top.

| 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 |
|---|---|---|---|
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Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

## F. High School Completion Status

You must attach one of the following documents (unless submitted during the admissions process) that indicates the student's high school completion status when the student will begin college in 2013–2014:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

**Student's Name**________________________________________**SSN:**____________________

## G. Identity and Statement of Educational Purpose

**Instructions:**

Either:

- The student must appear in person at the Troy University Financial Aid Office to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. Troy University will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

  In addition, the student must sign, in the presence of the Troy University Financial Aid Office official, the **Statement of Educational Purpose** below.

Or:

- If the student is unable to appear in person at the Troy University Financial Aid Office to verify his or her identity, the student must provide:

  (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and

  (b) The original notarized **Statement of Educational Purpose** provided below.

### Statement of Educational Purpose

I certify that I ______________________________ am the individual signing this Statement of Educational Purpose
(Print Student's Name)
and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Troy University for 2013-2014.

_______________________________________ _______________ ________________
(Student's Signature) (Date) (Student's ID#)

### Notary's Certificate of Acknowledgement

State of ______________________________________________________
City/County of _________________________________________________
On____________________, before me, __________________________________,
(Date) (Notary's name)
personally appeared, ________________________________________, and provided to me
(Printed name of signer)
on basis of satisfactory evidence of identification __________________________________
(Type of government-issued photo ID provided)
to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**
(seal) ______________________________________
(Notary signature)

My commission expires on ________________________
(Date)

FOR OFFICE USE ONLY: Attach photocopy of ID after verifying identity

Document Used:__________________Date Received:_______________Authorized Name:________________________

**Student's Name**__________________________________________**SSN:**______________________

## H. Certification and Signature

**Please check each box and sign and date at the bottom of the form to affirm that you acknowledge and understand that:**

☐ You must complete the FAFSA IRS Data Retrieval or submit a copy of your 2012 IRS Tax Return Transcript, W-2(s), and other IRS documents when you file your IRS income tax return for verification to be considered complete.

☐ Adjustments to your financial aid eligibility may be required due to the results of this verification process, which may change the sources and amounts of your Financial Aid Award offer.

☐ If you file or later file an amended 1040X tax form, you agree to notify Troy University's Financial Aid Office and submit a signed copy of the original 2012 IRS income tax return that was filed with the IRS or a 2012 IRS Tax Return Transcript for the 2012 tax year; and a signed copy of the 2012 IRS 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

____________________________________ ______________________
Student's Signature Date

____________________________________ ______________________
Spouse's Signature (Optional) Date