

UNIVERSITY of PUGET SOUND

Est. 1888

Verification Worksheet – V1 Independent 2013-14 Academic Year

Student Name: _____ **ID:** _____
Last First SSN or UPS

Your FAFSA was selected by the U.S. Department of Education for a review process called "Verification." We are required by federal law to verify that the data provided on your FAFSA is accurate. If there are any discrepancies between your FAFSA and information provided on this worksheet, we will update your application, recalculate your aid eligibility, and notify you of any changes to your financial aid package.

This worksheet and any additional documentation required should be returned to Student Financial Services as soon as possible. All required documentation must be submitted and reviewed before verification can be completed.

Verification must be completed before your financial aid can be applied to your student account and no later than the end of the first term of enrollment for the academic school year. If verification is not completed, all academic year federal, state, and need-based Puget Sound aid will be canceled.

A. Family Information

List the people in your household, including:

- Yourself, and your spouse if you have one
- Your children, if you will provide more than half of their support from July 1, 2013 - June 30, 2014, even if they do not live with you
- Other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2013 - June 30, 2014.

Provide the name of the college for any household member who will be attending college at least half-time between July 1, 2013 and June 30, 2014, and will be enrolled in a degree or certificate program.

Full Name	Age	Relationship	College 2013-14
		Self	University of Puget Sound

B. Student 2012 Tax and Income Information

Check only **ONE** box below.

- Check here if you have or will file a 2012 U.S. Income Tax Return by April 15, 2013.
- Check here if you have been granted a filing extension by the IRS. You must provide the following documentation:
- ✓ Copy of IRS Form 4868 or Copy of IRS Extension Approval
 - ✓ Copy of IRS Form W-2
 - ✓ **If self-employed** certify below the amount of your Adjusted Gross Income and U.S. Income Tax paid for tax year 2012

a. Adjusted Gross Income \$ _____

b. Income Tax Paid \$ _____

- Check here if you did not earn any income and are not required to file a 2012 U.S. Income Tax Return.
- Check here if you earned income but are not required to file a 2012 U.S. Income Tax Return. You must provide the following documentation:
- ✓ Copy of IRS Form W-2 for each source of employment
- Check here if you earned income but did not receive a W-2. List your employer(s) and income received in 2012.

Source of Income	Amount
	\$
	\$

C. Student 2012 Information (including spouse information if married)

1. In 2011 and/or 2012 did you or anyone in your household receive Supplemental Nutrition Assistance Program (SNAP-Food Stamps) benefits?

No Yes

-If Puget Sound believes the above question was answered inaccurately further documentation will be requested. (ex: copy of food stamp card or letter from issuing agency).

2. In 2012 did you pay child support?

No Yes, provide information below.

Name of Person to who paid Child Support	Name of Person to whom Child Support was Paid	Name of Children for whom Child Support was Paid	Amount of Child Support Paid
			\$
			\$
			\$

D. Next Steps

Schools must verify FAFSA data with information provided directly from the IRS. If you checked that you have filed a 2012 U.S. Income Tax Return you must retrieve your IRS data using one of the following two options.

Your federal tax return must be filed electronically at least two weeks prior to using the IRS Data Retrieval Tool to allow the IRS time to process your return. Paper filing will require six to eight weeks.

Option 1: IRS Data Retrieval Tool – FAST – EASY – ACCURATE

The easiest way to verify your FAFSA data with accurate tax information is by using the IRS Data Retrieval Tool. In a few simple steps, you may be able to view your tax information and transfer it directly into your FAFSA.

- Log into www.FAFSA.gov using your FAFSA PIN
- Click **Make FAFSA Corrections** located in the middle of the page
- In the Financial Information section, enter your PIN and click **Link to IRS**
- Make sure to **Submit your FAFSA** after retrieval process is complete
- If the IRS Data Retrieval Tool is not available to you proceed to Option 2

Option 2: Tax Return Transcript - If you do not want to use the IRS Data Retrieval Tool, are not eligible to use the tool, or you make changes after the retrieval process is completed, you must provide a 2012 Tax Return Transcript along with this verification worksheet. Tax filers can request a free transcript of their 2012 tax return from the IRS.

NOTE: If you are married and you and your spouse file separately on your 2012 U.S. Income Tax Return, you must provide an IRS Tax Transcript for both you and your spouse in order to complete Verification.

- Visit www.irs.gov.
- Click **Order a Return or Account Transcript** located under Tools
- Click **Order a Transcript** under Step 3
- Enter your SSN, Date of Birth, Street Address, and Zip Code
- Select **Return Transcript** for Tax Year 2012
- You can expect to receive your Tax Return Transcript within 5 to 10 days from the time the IRS receives your request. Please mail in your Tax Return Transcript with the verification worksheet.

Telephone Request

- Call 1-800-908-9946
- Select **Option 2** to request a **Tax Return Transcript** and then enter 2012

Please note - Student Financial Services will ONLY be accepting copies of official tax transcripts for verification purposes. Our office is no longer allowed to accept copies of the federal tax returns filed.

E. Certification and Signature

Each person signing this form certifies that all the information reported on it is complete and correct.

Student Signature: _____ Date: _____

Warning: If you purposely give false or misleading information on this form, you may be subject to a fine, imprisonment, or both.