## 2012–2013 Verification Worksheet Independent Student

Hartnell Community College • Financial Aid Office • 411 Central Ave. • Salinas, CA 93901

Your 2012–2013 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 provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet 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 administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Independent Student's Information						
Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number			
Student's Street Address (i	nclude apt. no.)		Student's Date of Birth			
City	State	Zip Code	Student's Email Address			
Student's Home Phone Nu	mber (include area code)		Student's Alternate or Cell Phone Number			

## B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2012, through June 30, 2013.
- 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 through June 30, 2013.

Include the name of the college for any household member who will be enrolled <u>at least half time</u>, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2012, and June 30, 2013. *If more space is needed, attach a separate page with your name and Social Security Number at the top.* 

Full Name	Age	Relationship	College	Will be Enrolled at
				Least Half Time
Marty Jones(example)	28	Wife	Central University	Yes
		Self		

Student's Name:	SSN:				
C. Independent Student's Income Information to Be Verified					
1. TAX RETURN FILERS— <b>Important Note:</b> If you (or your spouse, if married) filed, or will file, an <u>amended 2011 IRS tax</u> return, you must contact your financial aid administrator before completing this section.					
<b>Instructions</b> : Complete this section if you, the student, <u>filed or will file</u> a 2011 income tax return with the IRS. The best way verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool go to <u>FAFSA.gov</u> , log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Informatic section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.					
Check the box that applies:					
I, the student, <u>have used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's 2011 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. <i>Your school will use the IRS information that was transferred in the verification process.</i>					
I, the student, <u>have not yet used</u> the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2011 IRS income information into my FAFSA once I have filed my 2011 IRS tax return. See instructions abo for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until y (and, if married, your spouse's) IRS information has been transferred into your FAFSA.					
I, the student, am <u>unable or choose not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school <b>2011 IRS</b> tax return transcript(s)—not photocopies of the income tax return. To obtain an IRS tax return transcript, go to <u>www.IRS.gov</u> 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 your 2011 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2011 tax returns, you must submit tax return transcripts for both you and your spouse.					
Check here if an IRS tax return transcript(s) is attached to this worksheet.					
Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.					
2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and <u>are not required</u> to file a 2011 income tax return with the IRS.					
Check the box that applies:					
The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2011.					
The student (and/or the student's spouse if married) was employed in 2011 and has listed below the names of all employers, the amount earned from each employer in 2011, and whether an IRS W-2 transcript is attached. Attach a copy of the 2011 IRS W-2 transcript issued to you the student (and, if married, to your spouse) by IRS. List every employer. If more space is needed, attach a separate page with your name and SSN at the top.					
Employer's Name	2011 Amount Earned	IRS W-2 Transcript Attached?			
Suzy's Auto Body Shop (example)	\$2,000.00	Yes Yes			

Stı	Student's Name:			SSN:		
D.	Independent Student's Otl	ner Information to Be Ver	ified			
1				n Section B) received benefits fr mps) any time during the 2010 c		
		n Section B of this worksheet n of the receipt of SNAP bene		1 SNAP benefits in 2010 or 201 ng 2010 and/or 2011.	1. If asked by my school,	
2	. Complete this section if you or	your spouse, if married, paid	child su	pport in 2011.		
	below the name of the personames of the children for was for each child. If asked by	son who paid the child suppor whom child support was paid, my school, I will provide doc	t, the na and the umentat	is worksheet, paid child support me of the person to whom the cl total annual amount of child sup ion of the payment of child supp al Security Number at the top.	hild support was paid, the pport that was paid in 201	
ſ	Name of Person Who Paid	Name of Person to Whom Child		Name of Child for Whom	Amount of Child	
	Child Support	Support was Paid	Cilia	Support Was Paid	Support Paid in 2011	
	Marty Jones(example)	Chris Smith		Terry Jones	\$6,000.00	
E. Certification and Signature						
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 on this worksheet, you may be fined, be sentenced to jail, or both.			
Student's Signature  Spouse's Signature		-	Date			
		_	 Date			

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.