



2013–2014 Institutional Verification Document

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 provided 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 and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student’s Information

Student’s Last Name	First Name	M.I.	Student’s Identification (ID) Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City State Zip Code			Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

B. Number of Household Member and Number in College

List below the people in your parent(s) household – **INCLUDE**:

- Yourself and your parent(s) (including your stepparent) even if you don’t live with your parents
- Any other children, if your parent(s) will provide MORE than half of their support between July 1, 2013 and June 30, 2014.
- Include any other people that live in your parents household, whom your parents will provide MORE than half of their support through June 30, 2014.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2013 and June 30, 2014, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page include the students name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

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.



2013–2014 Institutional Verification Document

Student's Name _____ Student's ID Number _____

C. Student Tax & Income Information

Check only one box below:

- Check here if you used the IRS Data Retrieval tool in the FAFSA on the web to retrieve and transfer 2012 IRS income information into the student's 2013-2014 FAFSA. This is the preferred and quickest method; you still have the option to utilize the IRS Data Retrieval tool to pull your 2012 IRS tax information into your FAFSA. To do so you must access your FAFSA at www.FAFSA.gov to make corrections.

- Check here if you are attaching your 2012 IRS Tax Return Transcript or have requested it from the IRS and will submit it to our office after you receive it. *(Financial aid will not be processed until we receive your tax transcript)*

- Check here if you will not file and are not required to file a 2012 U.S. Income Tax Return.

NON Tax Filers complete this section. If you did not file and are not required to file a 2012 Federal Income Tax Return, list below the source of and amount of any income earned in 2012. *If the income was earned from work, please list your employer and provide a copy of your W-2.*

Source of Earned Income	2012 Income Amount	Did you receive a 2012 W-2 form? Yes or No?

NOTE: IF YOU NEED TO ORDER A 2012 FEDERAL TAX TRANSCRIPT OR A W-2 WAGE SUMMARY AT NO COST, YOU CAN GO ONLINE TO WWW.IRS.GOV OR CALL 1-800-908-9946.

D. Parent Tax & Income Information

Check only one box below:

- Check here if you used the IRS Data Retrieval tool in the FAFSA on the web to retrieve and transfer 2012 IRS income information into the student's 2013-2014 FAFSA. This is the preferred and quickest method; you still have the option to utilize the IRS Data Retrieval tool to pull your 2012 IRS tax information into your FAFSA. To do so you must access your FAFSA at www.FAFSA.gov to make corrections.

- Check here if you are attaching your 2012 IRS Tax Return Transcript or have requested it from the IRS and will submit it to our office after you receive it. *(Financial aid will not be processed until we receive your tax transcript)*

- Check here if you will not file and are not required to file a 2012 U.S. Income Tax Return. You will need to submit a 2013-2014 Certification of Non Tax-Filing form which can be found on our website under the forms section.



2013–2014 Institutional Verification Document

Student's Name _____ Student's ID Number _____

NON Tax Filers complete this section. If you did not file and are not required to file a 2012 Federal Income Tax Return, list below the source of and amount of any income earned in 2012. *If the income was earned from work, please list your employer and provide a copy of your W-2.*

Source of Earned Income	2012 Income Amount	Did you receive a 2012 W-2 form? Yes or No?

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E. Parents Information To Be Verified

Sources of Untaxed Income	2012 Amount	Sources of Untaxed Income	2012 Amount
a. Child Support	\$	d. Social Security Benefits	\$
b. Worker's Compensation	\$	e. SNAP (Food Stamps)	\$
c. Untaxed Pensions	\$	f.	\$

F. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date