

2012-2013 Verification Worksheet

Your application was selected for review in a process called "Verification." In this process, Gardner-Webb will be comparing information from your application with signed copies of your (and your spouse's, if married) 2011 Federal tax return transcripts, W-2 forms and/or other financial documents. The law says we have the right to ask you for this information before awarding or disbursing Federal aid. If there are differences between your application information and your financial documents, Gardner-Webb may need to make corrections to your FAFSA. Complete this verification form and submit it to the Financial Planning Office as soon as possible, so that your financial aid won't be delayed.

What you should do:

1. Collect your (and your spouse's) financial documents (Federal income tax return transcripts, W-2 forms, etc.).
2. Complete and sign the worksheet.
3. Submit the completed worksheet, tax transcripts, and any other documents as requested.

A. Student Information

Last Name	First Name	M.I.	Social Security Number
Address			Date of Birth
City	State	Zip Code	Phone Number (include area code)

B. Family Information

List the people in your parent(s)' household, including:

- yourself and your spouse, if you have one, and
- your children, if you will provide more than half of their support from July 1, 2012 through June 30, 2013, even if they do not live with you, and
- 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, 2012 through June 30, 2013.

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, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	City University
		Self	Gardner-Webb Univ.

C. Student's Tax Return Transcripts and Income Information (all applicants)

1. Check only one box below. Tax return transcript includes the 2011 IRS Form 1040, 1040A, 1040EZ, a tax transcript from Puerto Rico or a foreign income tax return. You must request a copy of your tax transcript from the Internal Revenue Service by calling 1-800-908-9946.

- ☐ Check here if you are attaching a copy of your tax return transcript
- ☐ Check here if a tax return transcript will be submitted to the school by _____
- ☐ Check here if you are not required to file a 2011 U.S. Income Tax return. (If you have wages earned, please attach W-2).

2. Funds received for child support and other untaxed income. (See Question 44 of the FAFSA).

Sources of Untaxed Income	2011 Amount	Sources of Untaxed Income	2011 Amount
a. Child Support	\$	d.	\$
b. Workman's Comp	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2011 Federal income tax return, list below your employer(s) and any income received in 2011 (use the W-2 form or other earnings statements if available).

Sources	2011 Amount
	\$
	\$

D. Spouse's Tax Return Transcript and Income Information (if student is married)

1. Check only one box below. Tax return transcripts include the 2011 IRS Form 1040, 1040A, 1040EZ, a tax return transcript from Puerto Rico or a foreign income tax return. You must request a copy of your tax return transcript from the Internal Revenue Service by calling 1-800-908-9946.

- ☐ Check here if you are attaching a copy of your and your spouse's joint tax return transcript.
- ☐ Check here and attach spouse's tax return transcript if your spouse filed a separate return.
- ☐ Check here if a spouse's tax return transcript will be submitted to the school by _____.
- ☐ Check here if your spouse is not required to file a 2011 U.S. Income Tax return. (If spouse has wages earned, please attach W-2).

2. Funds received for child support and other untaxed income. (See Question 44 of the FAFSA).

Sources of Untaxed Income	2011 Amount	Sources of Untaxed Income	2011 Amount
a. Child Support	\$	d.	\$
b. Workman's Comp	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your spouse did not file and is not required to file a 2011 Federal income tax return, list below your spouse's employer(s) and any income received in 2011 (use the W-2 form or other earnings statements if available).

Sources	2011 Amount
	\$
	\$

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. If married, the spouse's signature is optional.

Student

Date

Spouse

Date