

## VERIFICATION OF DEPENDENT STUDENT FOR 2013-2014

STUDENT NAME: \_\_\_\_\_

BANNER ID: \_\_\_\_\_

The federal government selected your FAFSA for a secondary review process called verification. To complete this, the Financial Aid Office is required by law to compare information on your FAFSA to this completed form along with any 2012 federal tax information, and then submit any FAFSA corrections. Submit this form to the Financial Aid Office and provide us with any 2012 federal tax information. You can fax, scan and e-mail, or mail a copy of this form to the Financial Aid Office.

### SECTION A – PARENTS' MARITAL STATUS

What was your parents' marital status when you filed your 2013-2014 FAFSA? (check one box)

☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Re-Married ☐ Widowed

### SECTION B - HOUSEHOLD INFORMATION

In the table below, list the people in your parents' household. Include:

- You, the student.
- Your parents (including a stepparent) even if you don't live with your parents.
- Your parents' other children if the parents will provide more than half of their support from July 1, 2013 through June 30, 2014, or if the other children would be required to provide parental information if completing a FAFSA for 2013–2014. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

For each household member you list, write their relationship to you (parent, sibling, grandparent, etc.), age, and college name if they will attend at least half-time in 2013-2014.

Full Name	Relationship	Age	College Enrolled at Least Half-Time in 2013-14
Sally Smith (example)	Sibling	28	Central University
	Self		SUNY Plattsburgh
	Parent		

### SECTION C – SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP OR FOOD STAMPS)

Did any household member listed in *Section B* receive SNAP benefits or Food Stamps in 2011, 2012, or both years?

☐ Yes – someone in the household did ☐ No – no one in the household did

### SECTION D – CHILD SUPPORT

Did any parent listed in *Section B* or you, the student, pay child support in 2012?

☐ Yes – complete the table below for each child ☐ No – no one in the household paid child support

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 in 2012
Tom Smith (example)	Kathy Johnson	Jim Smith	\$1,000.00

### SECTION E - STUDENT FEDERAL INCOME

Did you, the student, file a 2012 federal tax return (1040, 1040A, 1040EZ)?

- ☐ No - Complete *Section F*
- ☐ Yes and I will use the **IRS Data Retrieval** at [www.fafsa.gov](http://www.fafsa.gov) to verify this income (instructions attached).
- ☐ Yes and I have already used the **IRS Data Retrieval** at [www.fafsa.gov](http://www.fafsa.gov) to verify this income.
- ☐ Yes and I have or will submit an **IRS Tax Return Transcript** for 2012 (instructions attached).

## SECTION F - STUDENT WAGES

Only complete this section if you answered "No" in *Section E*. Did you earn any income from work in 2012?

- ☐ No - I earned no income from work in 2012. I was not employed in 2012.
- ☐ Yes - In the table below list each employer and the amount earned from each employer. Attach copies of all 2012 IRS W-2 forms issued to you by employers. List every employer even if they did not issue a W-2 form.

Employer's name	Amount Earned	W2 attached? Circle one
Target (example)	\$1,250	<input checked="" type="radio"/> Yes or Not issued
	\$	Yes or Not issued
	\$	Yes or Not issued
	\$	Yes or Not issued

## SECTION G - PARENT FEDERAL INCOME

Did your parents file a 2012 federal tax return (1040, 1040A, 1040EZ)?

- ☐ No - Complete *Section H*
- ☐ Yes and my parents will use the **IRS Data Retrieval** at [www.fafsa.gov](http://www.fafsa.gov) to verify this income (instructions attached).
- ☐ Yes and my parents have already used the **IRS Data Retrieval** at [www.fafsa.gov](http://www.fafsa.gov) to verify this income.
- ☐ Yes and my parents have or will submit an **IRS Tax Return Transcript for 2012** (instructions attached).

## SECTION H - PARENT WAGES

Only complete this section if you answered "No" in *Section G*. Did any parent earn income from work in 2012?

- ☐ No - neither parent earned income from work in 2012. Neither parent was employed in 2012.
- ☐ Yes - In the table below list each of your parent's employers and the amount earned from each employer. Attach copies of all 2012 IRS W-2 forms issued by employers. List every employer even if they did not issue a W-2 form.

Employer's name	Amount Earned	W2 attached? Circle one
Target (example)	\$1,250	<input checked="" type="radio"/> Yes or Not issued
	\$	Yes or Not issued
	\$	Yes or Not issued
	\$	Yes or Not issued

## SECTION I - UNTAXED INCOME

Did you, the student, receive any untaxed income in 2012?

- ☐ No - I, the student, did not receive any untaxed income in 2012.
- ☐ Yes - I, the student, did receive untaxed income in 2012. Complete the student column in the table below

Did any parent receive untaxed income in 2012?

- ☐ No - No parents received untaxed income in 2012.
- ☐ Yes - My parents did receive untaxed income in 2012. Complete the parent column in the table below

For each row in the table below, either enter an amount or check "None". **We will return this form if there are blanks.**

Type of Untaxed Income	Student	None	Parent	None
Payments to tax-deferred pension and savings plans (Box 12 on W-2)	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>
Child support RECEIVED BY YOU for all children	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>
Living allowances (military, clergy, other)	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>
Veterans' non-education benefits	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>
Money received or paid on your behalf (e.g., gifts, bills)	\$	<input type="checkbox"/>	\$	XXXXXXXXXX
Other untaxed income (e.g. workers' compensation, etc)	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>

## SECTION J - SIGNATURES AND ATTACHMENTS

Each person signing below certifies that all of the information reported is complete and correct. If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

If required, whose 2012 W2s did you attach?

☐ Student ☐ Parent ☐ Neither

## **INSTRUCTIONS TO VERIFY INCOME FOR FEDERAL TAX FILERS**

### **IRS DATA RETRIEVAL TOOL (IRS DRT)**

The best way to verify federal income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [www.fafsa.gov](http://www.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.

### **IRS TAX RETURN TRANSCRIPT**

The other way to verify federal income is by submitting an IRS Tax Return Transcript to the Financial Aid Office. To obtain a 2012 IRS Tax Return Transcript, go to [www.irs.gov](http://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 address 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.

### **INDIVIDUALS WITH AMENDED IRS TAX RETURNS**

If an individual filed an amended IRS income tax return for tax year 2012, provide both of the following:

- A signed copy of the original 2012 IRS income tax return that was filed with the IRS or a 2012 IRS Tax Return Transcript (signature not required) for the 2012 tax year; and
- A signed copy of the 2012 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

### **INDIVIDUALS GRANTED A FILING EXTENSION BY THE IRS**

If an individual is required to file a 2012 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of the IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2012; and
- A copy of IRS Form W–2 for each source of employment income received for tax year 2012 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2012.
- After filing a 2012 IRS income tax return, use the IRS DRT or submit a IRS Tax Return Transcript

### **INDIVIDUALS WHO WERE VICTIMS OF IRS IDENTITY THEFT**

A victim of IRS identity theft who has been unable to obtain a 2012 IRS Tax Return Transcript or use the IRS DRT must provide a signed copy of the 2012 paper IRS income tax return that was filed with the IRS and a signed copy of IRS Form 14039 “Identity Theft Affidavit” if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; or
- A copy of a police report if it was filed related to the IRS identity theft.

### **INDIVIDUALS WHO FILED NON-IRS INCOME TAX RETURNS**

If an individual filed or will file a 2012 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2012 income tax return(s).