

Student's Name: _____ NOVA ID: _____

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS-**Important Note:** If the student filed, or will file, an amended 2011 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student filed or will file a 2011 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool/ that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log into the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if the student is eligible to use IRS Data Retrieval to transfer 2011 IRS income tax information into the 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. Contact your campus financial aid representative or the Support Center at 855-323-3199 for assistance as needed.*

Check ONE box that applies:

The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*

The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web and has attached a **2011 IRS tax return transcript** a photocopy of the income tax return. Per federal regulations, copies of tax returns are no longer acceptable unless returns were filed for Puerto Rico or another country outside the U.S. Foreign returns must be translated into U.S. dollars and submitted. *To obtain an IRS tax return transcript, go to 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." You will need your Social Security Number, date of birth, and the exact address on file with the IRS (normally this will be the address used when the 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.*

2. TAX RETURN NON FILERS -Complete this section if the student will not file and is not required to file a 2011 income tax return with the IRS. Students must file tax returns if required by law to do so.

Check ONE box that applies:

The student was not employed and had no income earned from work in 2011.

The student was employed in 2011. and has listed below the names of all the student's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the student by employers. List every employer *even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page* with the student's name and NOVA ID at the top. Convert earnings from outside the U.S. to U.S. dollars.

| Employer's Name | 2011 Amount Earned | IRS W-2 Attached? |
|--------------------------------------|-----------------------------|----------------------|
| <i>Suzy's Auto Body Shop example</i> | <i>\$2,000.00 (example)</i> | <i>Yes (example)</i> |
| | | |
| | | |
| | | |
| | | |
| | | |

Student's Name: _____ NOVA ID: _____

D. Parent's Income Information to Be Verified -Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents (includes parent and stepparent).

1. TAX RETURN FILERS-Important Note: If the student's parent(s), filed or will file, an amended 2011 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2011 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to www.FAFSA.gov log into the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section. Follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the FAFSA. It takes up to two weeks for IRS income information to be available for IRS Data Retrieval if your parents filed taxes electronically with the IRS and up to eight weeks for paper IRS tax filers. Contact your campus financial aid representative or the Support Center at 855-323-3199 for assistance as needed.*

Check ONE box that applies:

The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*

The parent is unable or chooses not to use the IRS Data Retrieval Tool and has attached a copy of the parent's (both parents' or parent and stepparent, if married) **2011 IRS tax return transcript(s)** -not photocopies of the income tax return. Per federal regulations, copies of tax returns are no longer acceptable unless returns were filed for Puerto Rico or another country outside the U.S. Foreign returns must be translated into U. S. dollars and submitted. *To obtain an IRS tax return transcript go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the exact address on file with the IRS (normally this will be the address used when the 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 tax return filers. If the parents are married, and separate 2011 tax returns were filed, 2011 IRS tax return transcripts must be submitted for each parent.*

2. TAX RETURN NONFILERS- Complete this section if the student's parent(s) will not file and is not required to file a 2011 income tax return with the IRS.*

Check ONE box that applies:

The parent(s) was not employed and had no income earned from work in 2011.

The parent(s) was employed in 2011 and has listed below the names of all the parent's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even *if* they did not issue an *IRS W-2* form. *If* more space is needed, attach a separate page with the *student's name* and NOVA ID at the top. Convert earnings from outside the U.S. to U.S. dollars.

| Employer's Name | 2011 Amount Earned | IRS W-2 Attached? |
|--|-----------------------------|----------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>\$2,000.00 (example)</i> | <i>Yes (example)</i> |
| | | |
| | | |
| | | |

***If total income listed above (section D. 2.) is less than \$:10,000 for the first family member plus an additional \$4000 for each additional family member listed on page 1, please explain how living expenses were covered and by whom. Include specific details regarding family support, Social Services, etc. (if needed, attach a separate sheet with your NOVA ID at the top.):**

Students Name: _____ NOVA ID: _____

E. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits (food stamps) in 2010 or 2011.

Attach a copy of your eligibility letter from the office granting SNAP benefits during 2010 and/or 2011 with the student's NOVA ID at the top.

2. Complete this section if one of the student's parents paid child support in 2011.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2011. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2011 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and NOVA Student ID at the top.*

| 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 Paid in 2011 |
|---------------------------------------|---|---|--------------------------------------|
| <i>Marty Jones</i> | <i>Chris Smith (example)</i> | <i>Terry Jones</i> | <i>\$6,000.00</i> |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

F. Certification and Signatures

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent must sign and date.

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

Date

Parent's Signature

Date

Submit this worksheet along with all additional requested documents at one time to the financial aid representative at your NOVA campus, or mail all information at one time to the CFAO Office Center, Northern Virginia Community College, Annandale, VA 22003-3796. (FAX - 703-323-3494; Telephone - 855,323-3199)

Keep copies of everything for your records. Put your NOVA ID at the top of each page of every document submitted.