

Financial Aid: 2012-2013 Verification Worksheet, Dependent Student

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 and your parents 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 and at least one parent 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.

Dependent Student's Information			Student's NOVA ID	
Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number	
Student's Street Address (in	nclude apt. no.)		Student's Date of Birth (mm-dd-yyyy)	
City	State	Zip Code	Student's Email Address	
Student's Home Phone Nun	nber (include area code)		Student's Cell Phone or Alternate Number	

B. Dependent Student's Family Information

A.

List below the people in your <u>parent(s)' household</u>. Include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the other children would be required to provide parental information if they were completing a FAFSA for 2012-2013. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they <u>now live with your parent(s)</u> and <u>your parent(s)</u> 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, excluding your parent(s), 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 the student's name and NOVA Student ID at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at
				Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Student's Name:	N	OVA ID:	P. 2014	
C. Dependent Student's Income Information to	Be Verified			
TAX RETURN FILERS-Important Note: If the contact the financial aid administrator before		n <u>amended 2</u> 011 IRS tax re	turn, the student must	
Instructions: Complete this section if the s is by using the IRS Data Retrieval Too/ that FAFSA.gov, log into the student's FAFSA resection of the form. Follow the instructions IRS income tax information into the FAFSA Data Retrieval Too/ for electronic IRS tax recampus financial aid representative or the	t is part of FAFSAon the Web ecord, select "Make FAFSA C to determine if the student is . It takes up to two weeks for eturn filers, and up to eight w	o. If the student has not alre corrections," and navigate to s eligible to use IRS Data F IRS income information to reeks for paper IRS tax retu	ady used the tool, go to the Financial Information Retrieval to transfer 2011 be available for the IRS urn filers. Contact your	
Check ONE box that applies:				
The student <u>has used</u> 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. <i>The student's school will use the IRS information that was transferred in the verification process.</i>				
The student is unable or chooses not to IRS tax return transcript a photocopy of longer acceptable unless returns were filed translated into U.S. dollars and submitted. "Order a Return or Account Transcript" link not the "IRS tax account transcript." You wi with the IRS (normally this will be the addresincome information to be available for elections.	the income tax return. Per for Puerto Rico or another control of the Toobtain an IRS tax return for call 1-800-908-9946. Mail need your Social Security I so used when the 2011 IRS to	ederal regulations, copies country outside the U.S. For transcript, go to www.IRS. ake sure to request the "IR Number, date of birth, and that return was filed). It takes	of tax returns are no reign returns must be gov_and click on the S tax return transcript" and the exact address on file s up to two weeks for IRS	
2. TAX RETURN NON FILERS -Complete this section if the student will not file and is <u>not required</u> 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 Nam	e	2011 Amount Earned	IRS W-2 Attached?	
Suzy's Auto Body Shop example)		\$2,000.00 (example)	Yes (example)	
		1		

St	udent's Name:	_ NOVA ID:		
D.	Parent's Income Information to Be Verified -Note: If two parents we instructions and certifications below refer and apply to both parents (
	 TAX RETURN FILERS-Important Note: If the student's parent(s), student's financial aid administrator must be contacted before contacted. 		1 IRS tax return the	
	verify income is by using the IRS Data Retrieval Too/ that is part of F. already used the too/, the parent and the student should go to www.l "Make FAFSA Corrections," and navigate to the Financial Information parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 20 to two weeks for IRS income information to be available for IRS Data.	is section if the student's parent(s) filed or will file a 2011 IRS income tax return. The best way to the IRS Data Retrieval Too/ that is part of FAFSA on the Web. If the student's parent(s) has not the student should go to www.FAFSA.gov log into the student's FAFSA record, select in and navigate to the Financial Information section. Follow the instructions to determine if the the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the FAFSA. It takes up the information to be available for IRS Data Retrieval if your parents filed taxes electronically with the leks for paper IRS tax filers. Contact your campus financial aid representative or the Support of assistance as needed.		
	Check ONE box that applies:			
	The student's parent <u>has used</u> the IRS Data Retrieval Tool in FA into the student's FAFSA, either on the initial FAFSA or when making the IRS information transferred into the student's FAFSA to complete	a correction to the FAFSA. The		
	The parent <u>is unable or chooses not to</u> use the IRS Data Retriev parents' or parent and stepparent, if married) 2011 IRS tax return tra Per federal regulations, copies of tax returns are no longer acceptable country outside the U.S. Foreign returns must be translated into U.S. transcript go to <u>www.IRS.gov</u> and click on the "Order a Return or Adyou order the "IRS tax return transcript" and <u>not</u> the "IRS tax account Security Number, date of birth, and the exact address on file with the 2011 IRS tax return was filed). It takes up to two weeks for IRS incorreturn filers, and up to eight weeks for paper tax return filers. If the pafiled, 2011 IRS tax return transcripts <u>must be submitted for each pata</u>	nscript(s) -not photocopies of the unless returns were filed for Fig. dollars and submitted. To obtain a count Transcript" link, or call 1-th transcript." The parent will need the IRS (normally this will be the ame information to be available for parents are married, and separate	ne income tax return. Puerto Rico or another hin an IRS tax return 800-908-9946. Make sure hed his or her Social ddress used when the hor electronic IRS tax	
2	TAX RETURN NONFILERS- Complete this section if the student's partincome tax return with the IRS.*			
	Check ONE box that applies:			
	The parent(s) was not employed and had no income earned from			
	The parent(s) was employed in 2011 and has listed below the names of all the parent's employers, the amount earned om 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 arent(s) by employer(s). List every employer even <i>if</i> they did not issue an <i>IRS W-2</i> form. <i>If</i> more space is needed, attach a eparate page with the <i>student's name</i> 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?	
	Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)	
	total income listed above (section D. 2.) is less than \$:10,000 for the fi			
	ditional family member listed on page 1, please explain how living exp ails regarding family support, Social Services, etc. (if needed, attach a		=	
16	ans regarding raining support, social services, etc. (if needed, attach a	separate sheet with your NOVA	ib at the top.j.	

tudents Name:		NOVA ID:			
. Parent's Other Information to Be	Verified				
	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.				
One of the persons listed in					
Attach a copy of your eligibility longer NOVA ID at the top.	etter from the office granting SNA	AP benefits during 2010 and/or 2	?011 with the student's		
2. Complete this section if one of	the student's parents paid child	support in 2011.			
One (or both) of the student indicated below the name of the paid, the names of the children for in 2011 for each child. If asked by space, attach a separate page the	or whom child support was paid, a the school, I will provide docume	, the name of the person to who and the total annual amount of c entation of the payment of child s	m the child support was child support that was paid		
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		
Marty Jones	Chris Smith (example)	TerryJones	\$6,000.00		
-		, , , , , , , , , , , , , , , , , , , ,			
. Certification and Signatures					
-		WARNING: if you purposely			
Each person signing this workshe the information reported on it is c			information on this worksheet, you may be fined, be sentenced to jail, or both.		
The student and one parent must	·				
Student's Signature Parent's Signature		Date			
		 Date			
Submit this worksheet along with	all additional requested docume	nts at one time to the financial a	aid representative at your		

F.

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

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)