DEPENDENT



## 2012 – 2013 Federal Student Aid

## **Dependent Verification Worksheet**

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.

Α.	Depend	lent	Stud	lent's	Info	mation
	DODON		~ cuc	LUIIU D		

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (in	clude apt. no.)		Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Num	nber (include area code)	Student's Alternate or Cell Phone Number	

## **B.** Dependent Student's Family Information

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

- Yourself and your parent(s) (including a 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 now live with your parent(s) and your parent(s) 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, at least half time 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 Social Security Number 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: Student's ID#:					
C. Dependent Student's Income Information to Be Verified					
1. TAX RETURN FILERS—Important Note: If contact the financial aid administrator before co		file, an <u>amended</u> 2011 IRS ta	ax return, the student must		
Instructions: Complete this section if the stude verify income is by using the IRS Data Retrievation, go to <u>FAFSA.gov</u> , log in to the student's F. Financial Information section of the form. From IRS Data Retrieval Tool to transfer 2011 IRS in IRS income information to be available for the weeks for paper IRS tax return filers. If you nee your financial aid administrator.	Il Tool that is part of FA TAFSA record, select "M In there, follow the instru Icome tax information in IRS Data Retrieval Tool	FSA on the Web. If the studentake FAFSA Corrections," and actions to determine if the student of	nt has not already used the ad navigate to the dent is eligible to use the kes up to two weeks for filers, and up to eight		
Check the box that applies:					
information into the student's FAFSA, either	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> .				
transfer 2011 IRS income information into instructions above for information on how	The student <u>has not yet used</u> the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2011 IRS income information into the student's FAFSA once the student has filed a 2011 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.				
The student is <u>unable or chooses not to</u> use to the school a <b>2011 IRS tax return transe</b> transcript, go to <u>www.IRS.gov</u> and click on Make sure to request the "IRS tax return tr Security Number, date of birth, and the add IRS tax return was filed). It takes up to two filers, and up to eight weeks for paper IRS.	cript—not a photocopy the "Order a Return of ranscript" and not the "dress on file with the IRS weeks for IRS income i	of the income tax return. To a Account Transcript" link, or IRS tax account transcript." Is (normally this will be the ad	obtain an IRS tax return call 1-800-908-9946. You will need your Social ldress used when the 2011		
Check here if the student's IRS tax return transcript is attached to this worksheet.					
Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.					
2. TAX RETURN NONFILERS—Complete this sereturn with the IRS.	section if the student, w	ill not file and is not required	to file a 2011 income tax		
Check the box that applies:					
The student was not employed and had no	income earned from wo	rk in 2011.			
The student was employed in 2011 and has each employer in 2011, and whether an IRS student by employers. List every employer separate page with the student's name and	S W-2 form is attached. even if they did not issue	Attach copies of all 2011 IRS e an IRS W-2 form. If more sp	S W-2 forms issued to the		
Employer's Name		2011 Amount Earned	IRS W-2 Attached?		
Suzy's Auto Body Shop (exam	nple)	\$2,000.00(example)	Yes(example)		
1		İ			

Student's Name: Student's ID#:						
	<b>D. Parent's Income Information to Be Verified</b> Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.					
	1. TAX RETURN FILERS— <b>Important Note:</b> If the student's parent(s), filed or will file, an <u>amended</u> 2011 IRS tax return student's financial aid administrator must be contacted before completing this section.					
way to ve not alread "Make F. to determ student's electronic	<b>Instructions:</b> Complete this section if the student's parent(s) <u>filed or will file</u> a 2011 income tax return with the IRS. The beway 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) had not already used the tool, the parent and the student should go to <u>FAFSA.gov</u> , log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instruct to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into student's 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. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.					
Check th	box that applies:					
into t	The student's parent <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2011 IRS income informatio 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 transferred into the student's FAFSA to complete the verification process.</i>					
infor infor	The student's parent <u>has not yet</u> used the IRS Data Retrieval Tool, but will use the tool to transfer 2011 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.					
copy retur 9946 his o used elect	The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school at copy of the parent's 2011 IRS tax return transcript(s)—not photocopies of the income tax return. 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 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.					
	Check here if an IRS tax return transcript(s) is attached to this worksheet.  Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.					
	URN NONFILERS—Complete this section if the student's preturn with the IRS.	parent(s) will not file and is no	ot required to file a 2011			
Check th	box that applies:					
The j	arent(s) was not employed and had no income earned from w	ork in 2011.				
each parer	arent(s) was employed in 2011 and has listed below the name mployer in 2011, and whether an IRS W-2 form is attached. (s) by employer(s). List every employer even if they did not in the page with the student's name and Social Security Number	Attach copies of all 2011 IRS ssue an IRS W-2 form. If mor	W-2 forms issued to the			
	Employer's Name	2011 Amount Earned	IRS W-2 Attached?			
	Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)			

Student's Name:			Student's ID#:		
E. Parent's Other Info	rmation to Be Verifie	ed			
1. Complete this section if some Supplemental Nutrition Assis calendar years.			(listed in Section B) received b wn as food stamps) any time dur		
	in Section B of this worksheet a		SNAP benefits in 2010 or 201 pefits during 2010 and/or 2011.	1. If asked by the student's	
2. Complete this section if one of	f the student's parents paid chil	d suppo	ort in 2011.		
indicated below the name paid, the names of the ch paid in 2011 for each chi need more space, attach	of the person who paid the chi ildren for whom child support v ld. If asked by the school, I will a separate page that includes th	ld suppo vas paid provido ne stude	worksheet paid child support in ort, the name of the person to wlook, and the total annual amount of edocumentation of the payment of the payment and social Security N	nom the child support was child support that was of child support. If you fumber at the top.	
Name of Person Who Paid	Name of Person to Whom (	Child	Name of Child for Whom	Amount of Child	
Child Support	Support was Paid		Support Was Paid	Support Paid in 2011	
Marty Jones	Chris Smith (example)		Terry Jones	\$6,000.00	
F. Certification and Si  Each person signing this work information reported on it is of The student and one parent m	esheet certifies that all of the omplete and correct.	infor	NING: If you purposely give false mation on this worksheet, you ma enced to jail, or both.		
Student's Signature			Date		
Parent's Signature	Parent's Signature				
	Do not mail this worksheet to	the U.S	. Department of Education.		

Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.