

## 2012 - 2013 QUALITY ASSURANCE VERIFICATION WORKSHEET INDEPENDENT STUDENT

Your 2012–2013 Free Application for Federal Student Aid (FAFSA) has been selected for a process called Quality Assurance Verification. The VCU Office of Financial Aid will compare the information from your FAFSA with signed copies of your (and your spouse, if married) 2011 IRS Tax Return Transcripts or Federal income tax returns.

If there are differences between your application information and your financial documents, our office may need to make corrections electronically. You (and your spouse, if married) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the VCU Office of Financial Aid. We can NOT accept a Tax Account Transcript.

### What you should do:

1. Request a Tax Return Transcript from the IRS at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946. You can also make a paper request by completing IRS Form 4506T.

OR

Collect your (and your spouse, if married) signed 2011 Federal income tax returns.

2. Complete and sign this worksheet – you (and your spouse, if married).
3. Fax or mail the completed worksheet, 2011 tax forms, and any other requested documents.

### A. STUDENT INFORMATION

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

### B. FAMILY HOUSEHOLD INFORMATION

List all the people in your household. **Include yourself** and,

- Your spouse, if you are married
- Your children, if any, if you will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the children would be required to provide your 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 you.
- 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 through June 30, 2013.

Include the name of the college for any household member 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.

Full Name	Age	Relationship To Student	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

<b>Name</b>			<b>VCU Student Number</b>							
Last	First	MI	V							

**C. INDEPENDENT STUDENT'S 2011 FEDERAL INCOME TAX RETURN AND INCOME INFORMATION**

1. Check only one box below.

- Check here if you used the IRS Data Retrieval Tool in FAFSA on the Web and your ( and your spouse, if married) 2011 IRS income information was transferred and unchanged. *(The VCU Office of Financial aid will use the IRS information transferred into the student's FAFSA to complete the verification process.)*
- Check here if you are attaching a 2011 IRS Tax Return Transcript or a signed copy of your and your spouse, if married, 2011 Federal tax return.
- Check here if you and/or your spouse will not file and are not **required** to file a 2011 Federal tax return.
- Check here if a 2011 IRS Tax Return Transcript or signed copy of your and your spouses' 2011 Federal tax return will be submitted on \_\_\_\_\_ (date). Verification cannot be completed until the IRS tax transcript or signed copy of you and your spouse's 2011 federal tax return has been submitted to VCU.
- Check here if you (and your spouse, if married) were not employed and had no income earned from work for 2011.

2. If you and or your spouse, if married, did not file and are not required to file a 2011 income tax return list below your employer(s) and any income received in 2011. Attach copies of all 2011 IRS W-2 forms issued 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 your name and VCU ID number listed at the top.

Employer's Name	2011 Amount Earned	IRS W-2 Attached?

**D. ADDITIONAL FINANCIAL INFORMATION – LIST ANNUAL AMOUNTS. COMPLETE ALL ITEMS. ENTER \$0.00 OR N/A IF THEY DO NOT APPLY.**

Student	FAFSA Question #43	Spouse
\$	Child support paid because of divorce or separation or as a result of a legal requirement.	\$
\$	Education Credits (American Opportunity, Hope or Lifetime Learning tax credits). IRS Form 1040 – line 49, line 66 or 1040 A- line 31, line 40.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Taxable student grant and scholarship aid reported to the IRS as adjusted gross income. Includes AmeriCorps benefits as well as grant and scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Don't include untaxed combat pay.	\$
\$	Earnings from work under a cooperative education program offered by a college.	\$



<b>Name</b>			<b>VCU Student Number</b>							
Last	First	MI	V							

**E. UNTAXED INCOME— LIST ANNUAL AMOUNTS. COMPLETE ALL ITEMS. ENTER \$0.00 OR N/A IF THEY DO NOT APPLY.**

Student	FAFSA Questions #44	Spouse
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings). W2 forms in Boxes 12a through 12d, codes D,E,F,G, H and S.	\$
\$	Child support received for any of your children. Don't include foster care or adoption payments.	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	Veteran's non education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040 – line 67.	\$
<b>In 2010 or 2011 did you or anyone in your household receive benefits from any of the following federal benefits programs?</b> <input type="checkbox"/> Food Stamps (SNAP)* <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Free or Reduced Lunch <input type="checkbox"/> TANF <input type="checkbox"/> WIC <input type="checkbox"/> AFDC <b>*Note</b> –You may be asked to submit documentation of calendar year 2010 and 2011 benefits received.		

**F. CERTIFICATION AND SIGNATURES**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**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

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

