



2012-2013 Verification Worksheet • *Federal Student Aid Programs*

DEPENDENT

Your application was selected for review in a process called "Verification". In this process we will be comparing information from your FAFSA with signed copies of your and your parents' 2011 Federal tax return transcripts, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, we may need to make corrections electronically.

Complete this verification form and submit it to the Office of Student Financial Services as soon as possible so that your financial aid won't be delayed. If you need assistance, contact our office at 256-765-4278.

What you should do

1. Collect your and your parents' financial documents (Federal income tax transcripts, W-2 forms, etc.).
2. Complete and sign the worksheet.
3. Submit the completed worksheet, tax transcripts, and any other documents requested of you to the Office of Student Financial Services.
4. The Office of Student Financial Services will compare information on this worksheet and any supporting documents with the information you submitted on your application. We may need to make corrections electronically

A. Student Information

Your Name _____
last name first name MI

Your SSN _____

Your Address _____
street, apt.

_____ state _____ zip _____

Your Date of Birth _____

Your Phone Number _____
(area code)

B. Family Information

List the people in your household, including:

- Yourself
- Your parent(s) and stepparent, if applicable. Also list your parents' other children, even if they do not live with your parents IF (a) your parent(s) provide more than half of their support from 7-1-2012 through 6-30-2013 or (b) they would be required to include parental information on their federal student aid application.
- 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 from July 1, 2012 through June 30, 2013.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

FULL NAME	AGE	RELATIONSHIP	COLLEGE
Martha Jones (example)	24	Wife	University of North Alabama
		Self	

You must provide a copy of your 2011 IRS Tax Return Transcript if you did not use the IRS Data Retrieval Tool when completing the FAFSA. If you completed your FAFSA and were eligible to use the IRS Data Retrieval Tool but did not do so, you may make electronic corrections to your FAFSA and select the IRS Data Retrieval Tool Option. Otherwise, you must request an official 2011 tax return transcript from the Internal Revenue Service. You may call 1-800-908-9946 or request a transcript online at www.irs.gov.

C. Student Tax Filers

- ☐ Check here if you are attaching a copy of your tax return transcript.
- ☐ Check here if you used IRS Data Retrieval Tool when completing the FAFSA.
- ☐ Check here if you have entered corrections to the FAFSA and used the IRS Data Retrieval Tool.

D. Parent Tax Filers

- ☐ Check here if you are attaching a copy of your (and your spouse's, if applicable) tax return transcript.
- ☐ Check here if you used IRS Data Retrieval Tool when completing the FAFSA.
- ☐ Check here if you have entered corrections to the FAFSA and used the IRS Data Retrieval Tool.

If you did not file and are not required to file a 2011 Federal income tax return, you must provide documentation of any income received in 2011.

E. Student Non-Filers

- ☐ Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return.

List below your employer(s) and any income received in 2011 (use the W-2 form or other earnings statements if available).

Sources	2011 Amount
	\$
	\$

F. Parent Non-Filers

- ☐ Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return.

List below your employer(s) and any income received in 2011 (use the W-2 form or other earnings statements if available).

Sources	2011 Amount
	\$
	\$

G. Child Support Paid

If you reported on the FAFSA that your parent(s) paid child support during 2011, you must provide a statement signed by the person who paid the child support listing the name of the person who paid the child support, the amount of child support paid, the name of the person to whom child support was paid, and the name of the children for whom child support was paid.

NAME OF PERSON WHO PAID THE CHILD SUPPORT	NAME OF PERSON TO WHOM CHILD SUPPORT WAS PAID	NAME OF CHILD FOR WHOM CHILD SUPPORT WAS PAID	AMOUNT OF CHILD SUPPORT PAID IN 2011
			\$
			\$
			\$

I certify that I paid the child support in the amounts listed, for and to the parties listed above: _____
Signature
Date

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

 Student Signature Date

 Parent Signature Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Submit this worksheet to UNA Student Financial Services, UNA Box 5014, Florence, AL 35632.