

2012-2013 Independent Verification Worksheet

Your application has been selected for verification, a process that involves collecting documents from you to verify the information that you provided on your FAFSA. If there are differences between your application and the documents you submit, corrections will be transmitted to the Federal Processing Center.

FINANCIAL ASSISTANCE WILL NOT BE AWARDED UNTIL THE VERIFICATION PROCESS IS COMPLETE.

1. ***NEW THIS YEAR*** The best way to verify income is by using the IRS Data Retrieval Tool. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into your 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 files, and up to eight weeks for paper IRS tax return files. *If you do not use the IRS Data Retrieval on your FAFSA, you must submit a 2011 tax return transcript from the IRS. Per federal regulations, a copy of your federal tax return is no longer acceptable. To obtain a copy of your IRS Tax Return Transcript go to www.irs.gov OR call the IRS at 1-800-908-9946.*
2. Contact the Financial Aid Office if you have questions about completing this worksheet.
3. Complete all sections of the worksheet and provide the required signatures (student's and spouse's, if applicable).
4. Return the completed worksheet, tax return transcript (if applicable), and any other documents to the Financial Aid Office via fax, email, or standard mail.
5. Check the status of your financial aid on your CampusWeb account.

A. STUDENT INFORMATION

Last Name	First	M.I.	Midway Student ID or Social Security Number
Address (include apt. no.)			City
			State
			Zip
Date of Birth			Phone Number

B. HOUSEHOLD INFORMATION

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you or your spouse will provide more than half of their support from July 1, 2012 through June 30, 2013. **Do not include foster children or children for whom you/your spouse pay child support.**
- 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 family member who will be attending college at least half-time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree or certification program. *If more space is needed, attach a separate page with student's name and Midway College ID or social security number at the top.*

FULL NAME	AGE	RELATIONSHIP TO STUDENT	COLLEGE
1.		Self	Midway College
2.			
3.			
4.			
5.			

C. STUDENT/SPOUSE TAX FORMS AND INCOME INFORMATION

1. TAX RETURN FILERS –

Note: If you (and, if married, your spouse) were not required to file a 2011 Federal Tax Return, skip to question two.

Check the box that applies:

- ☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2011 IRS income information into my FAFSA.
- ☐ I have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2011 IRS income information into my FAFSA once I have filed my 2011 IRS tax return. *See instructions on page one of Independent Verification Worksheet.*
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2011 IRS tax return transcript(s)**. *If you are married and you and your spouse filed separate 2011 tax returns, you must submit tax return transcripts for both you and your spouse.* 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 address on file with the IRS. It takes up to two weeks for IRS income information to be available for electronic IRS tax return files, and up to eight weeks for paper IRS tax filers.
- ☐ Check here if your IRS tax return transcript(s) is attached to this worksheet.

2. TAX RETURN NONFILERS – Complete this section if you/spouse will not file and are not required to file a 2011 income tax return with the IRS. **Check the box that applies:**

- ☐ The student/spouse was not employed and had no income earned from work in 2011.
- ☐ The student/spouse was employed in 2011. Please complete the table below and attach copies of all 2011 W-2s. **List every employer even if the employer did not issue a W-2 form.** *If more space is needed, attach a separate page with student's name and Midway College ID or social security number at the top.*

Income earned from work: Use the W-2 or other earnings statements (Non-tax filers only)		
Employer(s) Name	Employee Name on W-2	2011 Amount Earned
Casey's Window Cleaning (example)	Jane Doe	\$ 2,000.00
		\$
		\$
		\$

D. INDEPENDENT STUDENT – OTHER INFORMATION TO BE VERIFIED

1. During 2010 or 2011, did any member of the household receive food stamp benefits? ☐ Yes ☐ No
2. Did you or your spouse pay child support in 2011? ☐ Yes ☐ No If yes, please complete the chart below.

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

E. SIGN THIS WORKSHEET

By signing this worksheet, I(we) certify that all the information reported on this worksheet is complete and correct. I also understand that if any of the information reported on this form is inconsistent with what I/we reported on the FAFSA, I/we may be required to submit additional documentation. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature

Date

Spouse Signature

Date