

## 2013–2014 Verification Worksheet

### Independent Student

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we have the right to ask you to confirm the information you 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 you and/or your spouse's 2013 Federal Tax Return Transcript and any other required documents. If there are differences, your FAFSA information may need to be corrected by the school. You must complete and sign this worksheet, attach all required documents, and submit them 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.*

#### A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security 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. Independent Student's Family Information

List the people in your household below. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the child would be required to provide your information if they were completing a FAFSA for 2013–2014. 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, 2014.

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, 2013, and June 30, 2014. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	28	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**C. Independent Student's Income Information to be Verified**

STUDENT	SPOUSE	WAGES & TAX FORM				
<input type="checkbox"/>	<input type="checkbox"/>	Check here if you were UNEMPLOYED all of 2012 and had ZERO earned income.				
<input type="checkbox"/>	<input type="checkbox"/>	Check here if you were employed in 2012, but will not file and are NOT required to file a U.S. tax return. Please attach copies of ALL 2012 W-2s and a Verification of Non-filing letter from the IRS. List your employer(s) and amount here: <table border="1" style="width: 100%;"> <tr> <td>Employer: _____</td> <td>2012 Amount Earned: \$ _____</td> </tr> <tr> <td>Employer: _____</td> <td>2012 Amount Earned: \$ _____</td> </tr> </table>	Employer: _____	2012 Amount Earned: \$ _____	Employer: _____	2012 Amount Earned: \$ _____
Employer: _____	2012 Amount Earned: \$ _____					
Employer: _____	2012 Amount Earned: \$ _____					
<input type="checkbox"/>	<input type="checkbox"/>	Check here if you used the IRS Data Retrieval Tool on the FAFSA.				
<input type="checkbox"/>	<input type="checkbox"/>	Check here if you filed a 2012 Federal tax return and have attached the 2012 Tax Return Transcript. Log in to your 2013-2014 FAFSA online and select the option to use the IRS Data Retrieval Tool.  If you are not eligible to use the IRS Data Retrieval Tool based on the <u>*conditions</u> listed below or you choose to not use the IRS Data Retrieval Tool, then you are required to submit a copy of your 2012 Federal Tax Return Transcript; specifically Return Transcript. If you filed a foreign or Puerto Rican tax return, submit a signed copy with USD conversion. You may request a Return Transcript from the Internal Revenue Service at 1-800-908-9946. <b>A return transcript may only be requested directly from the IRS and the request will be processed within 30 calendar days.</b> <b>A COPY OF IRS FORM 1040, 1040a, OR 1040EZ IS NOT ACCEPTABLE DOCUMENTATION. Nor are Account Transcripts or a Record of Account.</b>				
<b>IMPORTANT INFORMATION</b> <b>IRS Data Retrieval Tool</b> If you opted to NOT use the IRS Data Retrieval Tool when completing your FAFSA online, you may login to your FAFSA and use the IRS Data Retrieval Tool option. There are certain <u>*conditions</u> in which you may not use the IRS Data Retrieval Tool and <b>are required to submit a tax transcript:</b> <ul style="list-style-type: none"> <li>❖ If married and the 2012 federal tax return filing status is Married Filing Separately or Head of Household</li> <li>❖ If an amended 2012 federal tax return was filed (IRS form 1040X)</li> <li>❖ If a Puerto Rican or foreign tax return was filed</li> <li>❖ If a tax return was recently filed – if taxes were filed electronically within the last 2 weeks or by mail within the last 8 weeks</li> <li>❖ If you make changes to your income information on your FAFSA after using the IRS Data Retrieval Tool.</li> </ul>						

In the chart below, list any additional income you or if married your spouse may have received in 2012. Please list annual amounts received – DO NOT LIST MONTHLY AMOUNTS. If an amount is zero (0), enter (0). **DO NOT LEAVE ANY SPACES BLANK.**

STUDENT	2012 ADDITIONAL INCOME	SPOUSE
\$	2012 Earning from work	\$
\$	2012 Unemployment Compensation	\$
\$	Alimony	\$
\$	Child Support Received	\$
\$	Social Security Benefits (such as SSI, SSDI, etc.) <i>Specify Source:</i> _____	\$
\$	Veteran's non-education benefits <i>Specify Source:</i> _____	\$
\$	Other untaxed income or benefits <i>Specify Source:</i> _____	\$
\$	Cash Gifts and/or bills paid on your behalf	\$

If unemployed, please provide a brief explanation as to how you, and if married your spouse, were able to meet your expenses in 2012.

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**D. Independent Student's Other Information to Be Verified**

1. Complete this section if someone in the student'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 2011 or 2012 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.

2. Complete this section if you or your spouse, if married, paid child support in 2012.

I or my spouse (listed in Section B of this worksheet) paid child support in 2012. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2012 for each child. If asked by my school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes your name and Social Security Number at the top.*

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 2012
<i>John Doe(example)</i>	<i>Jane Smith</i>	<i>Jason Smith Doe</i>	<i>\$6,000.00</i>

**E. Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

**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

***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.***