



U.S. Department of Education

Dependent

# 2012 – 2013 Verification Worksheet

## Federal Student Aid Programs

Your 2012–2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process, allowed by law, called verification. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA application. Any differences must be corrected on your FAFSA. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit documents to the financial aid office at your school. If you have questions about verification, contact your financial aid office.

### A. Student Information

Last Name	First Name	MI	Social Security Number
Address (Include Apt. No.)			Date of Birth
City	State	Zip Code	Phone Number

### B. Family Information

List below the people in your parent(s)' 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 1/2 Time
<i>Missy Jones(example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

### C. Tax Transcripts and Income Information (all applicants)

To obtain an IRS tax return transcript, go to [www.irs.gov](http://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 (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 IRS tax return filers.

**Important Note:** If the student's parent(s), filed or will file, an amended 2011 IRS tax return the student's financial aid administrator must be contacted before completing this section.

## C. Tax Transcripts and Income Information (con't)

### **STUDENT:**

1. Complete this section if the student, filed or will file a 2011 income tax return with the IRS.

- Check here if the student's IRS tax transcript is attached to this worksheet.
- Check here if the student's IRS tax transcript will be submitted to the student's school at a later date. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.
- Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return.

2. If you did not file and are not required to file a 2011 Federal income tax return, list below your employer(s) and any income received in 2011 (use the W-2 for or other earnings statements if available).

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

3. Funds received for other untaxed income.

Sources of Untaxed Income	2011 Amount	Sources of Untaxed Income	2011 Amount
<i>a. Worker's Compensation</i>	<i>\$</i>	<i>c.</i>	<i>\$</i>
<i>b. Untaxed Pensions</i>	<i>\$</i>	<i>d.</i>	<i>\$</i>

### **PARENT:**

1. Complete this section if the parent, filed or will file a 2011 income tax return with the IRS.

- Check here if the parent's IRS tax transcript is attached to this worksheet.
- Check here if the parent's IRS tax transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax transcript has been submitted to the student's school.
- Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return.

2. If you did not file and are not required to file a 2011 Federal income tax return, list below your employer(s) and any income received in 2011 (use the W-2 for or other earnings statements if available).

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

3. Funds received for other untaxed income.

Sources of Untaxed Income	2011 Amount	Sources of Untaxed Income	2011 Amount
<i>a. Worker's Compensation</i>	<i>\$</i>	<i>c.</i>	<i>\$</i>
<i>b. Untaxed Pensions</i>	<i>\$</i>	<i>d.</i>	<i>\$</i>

## D. Sign this Worksheet

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

**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

\_\_\_\_\_  
Parent'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.**