2013–2014 Verification Worksheet – DEPENDENT STUDENT

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for a review in a process called verification. Before awarding you we are asking you to confirm the information you reported on your FAFSA. To ensure the information is correct we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. YOU AND YOUR PARENT(S) MUST REVIEW THIS ENTIRE WORKSHEET AND:

1. ACCURATELY COMPLETE AND SIGN THIS WORKSHEET.

2. SUBMIT THE COMPLETED WORKSHEET, TAX TRANSCRIPTS (IF REQUESTED BY THE FINANCIAL AID OFFICE), AND OTHER DOCUMENTS TO THE FINANCIAL AID OFFICE.

A. Dependent Student's Information:

Student's Last Name _____ Student's First Name _____ Student's M.I. _____ Student's ID _____ Student's SSN _____

Student's Street Address (include apt. no.) _____ Student's Date of Birth _____ Student's Phone (xxx)-xxx-xxxx _____

City _____ State _____ Zip Code _____ Student's Email Address _____

B. Dependent Student's Family Information

List below the people in your **parent's household**. Include:

- Yourself and your parent(s) (including a stepparent) even if you do not 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, 2013, through June 30, 2014, or if the other children would be required to provide parental 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 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, 2014.

Include the name of the college for anyone listed below, 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, 2013, and June 30, 2014.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones(example)	*18*	*Sister*	*Central University*	*Yes*
		Self		

C. Dependent Student and Parent(s) Income Information to Be Verified:

1. **COMPLETE THIS SECTION IF A 2012 TAX RETURN WAS FILED**: Check applicable box

Student Information:

☐ The Financial Aid Office did not request tax transcripts be submitted with this Verification Worksheet from me. (*You would have been notified specifically to submit tax transcripts along with the request to submit this Worksheet.*)

☐ The Financial Aid Office is requesting tax information from me and I: **Select One**

_____ Have filed and attached are the 2012 IRS tax return transcripts (not photocopies of income tax returns) requested by the Financial Aid Office.

_____ Will use the IRS Data Retrieval Tool at FAFSA.gov as directed in the instructions on page two of this worksheet to verify income and *will submit this worksheet to the Financial Aid Office 5 days after I use the IRS Data Retrieval Tool online*.

_____ Will not/have not filed by the IRS deadline and have attached IRS Form 4868 or IRS approval of extension beyond six months, and all W-2s. If self-employed a signed statement with the AGI amount is attached.

Student's Name:_____ **ID:**_____ **SSN:**_____

Parent(s) Information:

☐ The Financial Aid Office did not request tax transcripts be submitted with this Verification Worksheet from the parent(s) of the student. (*You would have been notified specifically to submit tax transcripts along with the request to submit this Worksheet.*)

☐ The Financial Aid Office is requesting tax information from the parent(s) of the student and the parent(s): **Select One**

_____ Have filed and attached are the 2012 IRS tax return transcripts (not photocopies of income tax returns) requested by the Financial Aid Office.

_____ Will use the IRS Data Retrieval Tool at FAFSA.gov as directed in the instructions below to verify income and *will submit this worksheet to the Financial Aid Office 3 days after I use the IRS Data Retrieval Tool online*.

_____ Will not/have not filed by the IRS deadline and have attached IRS Form 4868 or IRS approval of extension beyond six months, and all W-2s. If self-employed a signed statement with the AGI amount is attached.

If the student or parent(s) are unable to provide tax transcripts or amended taxes have been filed, contact the Financial Aid Office.

Instructions for using the IRS Data Retrieval Tool at FAFSA.gov: *To use 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. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2012 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 if you electronically filed an IRS tax return, and up to eight weeks for paper IRS tax return filers. For additional information on using the IRS Data Retrieval tool contact the Financial Aid Office.*

NOTE: If you, the student, or your parent, cannot or choose not to use the IRS Data retrieval tool at FAFSA on the Web then you or your parent must submit your 2012 IRS tax return transcript(s) – NOT PHOTOCOPIES of the income tax return.

2. COMPLETE THIS SECTION IF A 2012 TAX RETURN WAS NOT FILED:

Parent – Select Applicable Statement	Student – Select Applicable Statement
☐ I/We, the parent(s), **was/were not** employed and had no income earned from work in 2012.	☐ I, the student, **was not** employed and had no income earned from work in 2012.
☐ I/We, the parents(s) **was/were** employed in 2012 but not required to file - *Must list all sources of income earned from work in the chart below and attach all W-2 forms and/or other earning statements.*	☐ I, the student **was** employed in 2012 but not required to file - *Must list all sources of income earned from work in the chart below and attach all W-2 forms and/or other earning statements.*
☐ I/We, the parent(s) received Social Security Benefits or SSI in 2012	☐ I, the student, received Social Security Benefits or SSI in 2012

Student/Parent Name	Source of Income	2012 Amount Earned	W-2 Attached?
Parent	*Suzy's Auto Body Shop (example)*	*$2,000.00*	*Yes*

D. Certification and Signature: Each person signing this worksheet certifies that all the information reported on this worksheet is complete and correct. The student and one parent must sign and date this section.

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

Submit this worksheet to the VHCC Financial Aid Office. You should make a copy of this worksheet for your records.

For questions regarding any part of this worksheet please contact the VHCC Financial Aid Office.

If additional space is needed write below or attach another sheet with student name, SSN and EMPLID.