2013–2014 Verification Worksheet

Independent Student- Tracking Group V1

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may 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 any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents 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 SSN
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 below the people in your household. 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
Missy Jones (example)	*28*	*Wife*	*Central University*	*Yes*
(Student)		*Self*	*Bacone College*	

Student Name: _____ **Student SS Number:** _____

C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: If you (or your spouse, if married) filed, or will file, an amended 2012 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, filed or will file a 2012 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. 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 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 for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies:

☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2012 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process*.

☐ I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but I will use the tool to transfer my (and, if married, my spouse's) 2012 IRS income information into my FAFSA once I have filed a 2012 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until the IRS information has been transferred into your FAFSA.*

☐ I, the student, am unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school a **2012 IRS tax return transcript—**not a photocopy of the income tax return. *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 (normally this will be the address used when the 2012 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.*

☐ *Check here if an IRS tax return transcript is attached to this worksheet.*

☐ *Check here if IRS tax return transcript will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript has been submitted to your school.*

2. TAX RETURN NONFILERS

Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2012 income tax return with the IRS.

Check the box that applies:

☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2012.

☐ The student (and/or the student's spouse if married) was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 IRS W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top*.

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	*$1,280*	*Yes*

Student Name: _____ **Student SS Number:** _____

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 and/or your spouse paid child support in 2012.

   ☐ Either I, or if married my spouse who is 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
Joe Jones	*Jane Doe*	*Jake Jones*	*$6,000*

E. Certification and Signatures

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

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

_____ _____
Student's Signature Date

_____ _____
Spouse's Signature Date

This completed worksheet **(along with photocopies of any required documents)** must be mailed, brought, or faxed (918.781.7416) as soon as possible to:

Bacone College Office of Financial Aid
2299 Old Bacone Road
Muskogee, OK 74403
TOLL FREE: 888.682.5514

You should make a copy of this worksheet for your records.