



2011-2012 Verification Worksheet

Federal Student Aid Programs

FORM APPROVED
OMB NO. 1845-0041

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2010 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

A. Student Information

Last name		First name	M.I.	Social Security Number
Address (include apt. no.)				Date of birth
City	State	ZIP Code	Phone number (include area code)	

B. Family Information

List the people in your household, including:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012, even if they do not live with you, and;
- 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 from July 1, 2011 through June 30, 2012.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	City University
		Self	

C. Student's Tax Forms and Income Information (all applicants)**Independent**

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- ☐ Check here if you are attaching a signed copy of your tax return.
- ☐ Check here if a signed tax return will be submitted to the school by _____ (date).
- ☐ Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

D. Spouse's Tax Forms and Income Information (if student is married)

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.

- ☐ Check here if you are attaching a signed copy of your and your spouse's joint tax return.
- ☐ Check here and attach spouse's signed tax return if your spouse filed a separate return.
- ☐ Check here if a signed spouse's tax return will be submitted to the school by _____ (date).
- ☐ Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the FAFSA.)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your spouse did not file and is not required to file a 2010 Federal income tax return, list below your spouse's employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. If married, 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

Date

Spouse

Date

Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school. Don't forget to sign your tax forms.



Financial Aid Office
2500 Walton Way
Augusta, Georgia 30904-2200
706-737-1431 (Phone) 706-737-1777 (Fax)

Additional 2011-2012 Verification Information

List all sources of earned taxed income and untaxed income benefits that you (the student/spouse) received for 2010. Remember to list the annual amounts and complete every question. **If not applicable, please enter a “0”. Please DO NOT leave any item blank.**

Student /Spouse	Additional Financial Information
	Child support paid because of divorce or separation or as a result of a legal requirement. DO NOT INCLUDE support for children in your household, as reported in question 93. (FAFSA Question # 43b)
	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships. (FAFSA Question # 43c)
	Taxable student grant and scholarship aid reported to the IRS in your adjustment gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships. (FAFSA Question # 43d)
	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. DO NOT ENTER untaxed combat pay. (FAFSA Question # 43e)
	Earnings from work under a cooperative education program offered by a college. (FAFSA Question # 43f)
Student /Spouse	2010 Untaxed Income
	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 in Boxes 12a through 12d, codes D, E, F, G, H, and S. (FAFSA Question # 44a)
	Child support received for any of your children. DO NOT INCLUDE foster care or adoption payments. (FAFSA Question # 44c)
	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). DO NOT INCLUDE the value of on-base military housing or the value of a basic military allowance for housing. (FAFSA Question # 44g)
	Veterans non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. (FAFSA Question # 44h)
	Other untaxed income not reported above or on your tax return, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040-line 67. DO NOT INCLUDE student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels. (FAFSA Question # 44i)
	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. (FAFSA Question # 44j)

Student's Signature: _____ Date: _____

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