



2012–2013 Verification Worksheet Independent Student

DO NOT SEND COPIES OF
FEDERAL INCOME TAX RETURNS

**ONLY AN IRS TAX TRANSCRIPT
CAN BE ACCEPTED**

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 you 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 your 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 week for paper IRS return filers**. If you and your spouse filed separate 2011 tax returns, you must submit tax return transcripts for both you and your spouse.

*This form is not complete until all questions are answered.
If the answer is ZERO enter \$0.*

2012–2013 Verification Worksheet Independent Student

Your 2012–2013 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 and your parents 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 and at least one parent 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 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 PHCC ID 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, 2012, through June 30, 2013, or if the child would be required to provide your 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 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, 2013. This will have to be documented.

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, 2012, and June 30, 2013. *If more space is needed, attach a separate page with your name and PHCC ID Number.*

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

Student's Name: _____ ID #: _____

C. Independent Student's Income Information to Be Verified

Check the box that applies:

- The student is required to file and has filed a 2012 Federal Income Tax Return with the IRS. A copy of the student's **2011 IRS tax return transcript** (not a photocopy of the income tax return) is attached **if the student did not successfully use the Data Retrieval Tool, and a separate request is made for the transcript.**
- The student was not employed and had no income earned from work in 2011.
- The student was employed in 2011 and has listed below the names of all the student's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the student by employers. The student did not and is not required to file a 2011 income tax return with the IRS. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and PHCC ID Number.*

Student's 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>

D. Independent Student's Other Information - Complete this section if the student paid child support in 2011.

- Either I, or if married my spouse (who is listed in Section B of this worksheet) paid child support in 2011. 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 2011 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 Student ID Number.*

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 2011
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

Student's Name: _____ ID #: _____

E. Independent Student's other Financial Information

Amount Received by the Student (and spouse if married)	2011 Income and Other Financial Information
Student \$ _____ Spouse \$ _____	Payments made to tax deferred pension and savings plans (paid directly or withheld from earnings) including, but limited to amounts reported on W-2 Form Box 12a – 12d, codes D,E,F,G,H, and S.
Student \$ _____ Spouse \$ _____	Child support received for all children. Do not include foster care or adoption payments.
Student \$ _____ Spouse \$ _____	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 value of on-base military housing or the value of a basic military allowance for housing.
Student \$ _____ Spouse \$ _____	Veterans' non-educational benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.
Student \$ _____ Spouse \$ _____	Any other untaxed income or benefits, not reported elsewhere, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, Refugee Assistance, etc. 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, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.
Student \$ _____ Spouse \$ _____	Combat pay or special combat pay. Only enter the amount that would have been taxable and included in the adjusted gross income if you had filed an IRS Form 1040.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did anyone in the student's household (as reported in Section B) receive benefits from SNAP (previously called Food Stamps)?

F. Certification and Signatures

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

Spouse's Signature

Date