

Please anticipate 10-14 days for processing.

## 2011-2012 DEPENDENT VERIFICATION WORKSHEET

Your application was selected for a review in the process call "verification". Federal law states that we have the right to ask you for this information before awarding federal aid so that we can compare information from your FAFSA application with signed copies of your (and your spouse's, if you are married) 2010 Federal Tax forms, or with W-2 forms and/or other documentation. If there are discrepancies, corrections will be made electronically to your FAFSA by the Financial Aid Office.

Complete this verification form and submit all required information to the Financial Aid Office as soon as possible to avoid delays in receiving your financial aid.

### Student Information

SS# \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
 Home Telephone # \_\_\_\_\_ Work Telephone # \_\_\_\_\_

### Household/Family Information

List the people in your parent(s) household in 2011-2012, include:

- yourself and your parent(s), including stepparents **even if you do not live with your parents**, and
- your parents' other children, **even if they don't live with your parents**, if your parents will provide more than half of their support from July 1, 2011 through June 30, 2012, or the children would be required to provide parental information when applying for Federal Student Aid, and
- other people that now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 to June 30, 2012.

Write the names of all household members in the space provided. List the name of the college for any household or family member, **excluding your parent(s)**, who will be attending college between July 1, 2011 and June 30, 2012. If you need more space, use the back of this page.

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FULL NAME	RELATIONSHIP	COLLEGE
Missy Jones (example)		SUNY Potsdam
	Self	North Country CC

### Student's Tax Forms and Income Information

1. Check one box only. Tax returns include the 2010 IRS Form 1040, 1040A, or 1040EZ Tax Record. If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy from the Internal Revenue Service (IRS 1-800-908-9946)

- Check and attach **signed** tax return.
- Check and attach **signed** tax return if your spouse filed a separate return.
- Check and complete: **signed** tax return will be submitted to the school by \_\_\_\_\_ (date).
- Check if you will not file and are not required to file a 2010 U.S. Income Tax Return.

2. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and income received in 2010.

Sources (Use the W-2 form or other earnings statements)	Amount

Complete the **reverse** side of this worksheet for both you and your parent(s). Do not leave any spaces blank, enter 0 in fields if necessary. All sections **MUST** be complete or this form will be returned.

## Parent(s) Income Information

1. Check one box only. Tax returns include the 2010 IRS Form 1040, 1040A, or 1040EZ Tax Record. If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy from the Internal Revenue Service (**IRS 1-800-908-9946**)

- Check and attach **signed** tax return.
- Check and attach **signed** tax return if your spouse filed a separate return.
- Check and complete: **signed** tax return will be submitted to the school by \_\_\_\_\_ (date).
- Check if you will not file and are not required to file a 2010 U.S. Income Tax Return.

2. As of today, is either of your parents a dislocated worker? Yes  No

You are considered a dislocated worker if you:

- are receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation
- have been laid off or received a lay-off notice from a job
- was self-employed but is now unemployed due to economic conditions or natural disaster
- are a displaced homemaker ( person who previously provided unpaid services to the family, is no longer supported by the husband or wife, is unemployed or underemployed, and is having trouble finding employment.

If a person quits work, generally he or she is not considered a dislocated worker even if, for example, the person is receiving unemployment benefits.

**If you answered yes to this question, you must provide proof that you (or your spouse) are a dislocated worker.**

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and income received in 2010.

Sources (Use the W-2 form or other earnings statements)	Amount

## Please list YEARLY amounts for student and parent(s)- 2010 tax year.

Student	Additional Financial Information	Parent(s)
	Education Credits (Hope and Lifetime Learning) IRS form 1040- line 49 or 1040A-line31	
	Child Support Paid in 2010	
	Taxable earnings from Federal Work-Study or need-based work Programs	
	Taxable student grant, scholarship, and fellowship aid, including AmeriCorps awards, that was reported on your 2010 tax return.	
	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income.	
	<b>TOTAL STUDENT</b>	<b>TOTAL PARENT(S)</b> \$

Student	Untaxed Income	Parent(s)
	Payments to tax-deferred pension and savings plans : W-2 Form in Boxes 12a-12d, (codes D, E, F, G, H, S)	
	IRA deductions and payments from IRS Form 1040-total of lines 28 + 32 or 1040A-line 17	
	Child Support Received for all children in 2010. Don't include foster care or adoption payments.	
	Tax exempt interest income from IRS form 1040 line 8b form 1040A line 8b	
	Untaxed portions of IRA distributions IRS Form 1040-lines (15a-15b) or 1040A-lines (11a - 11b) Exclude rollovers, if negative, enter a zero here	
	Untaxed portions of pensions from IRS Form 1040 lines (16a-16b) or 1040A lines (12a-12b) Exclude rollovers, if negative, enter a zero here	
	Military Benefits (BAQ, VHA, Hazardous Duty Pay) and Clergy Benefits (including cash payments and cash value of benefits)	
	VA non-education benefits such as Disability, Death Pension, or VA Work-Study.	
	Cash <b>received</b> or money paid on your behalf (e.g., bills) not reported elsewhere on this form.	
	Other untaxed income or benefits not reported such as worker's compensation or disability	
	<b>TOTAL STUDENT</b>	<b>TOTAL PARENT(S)</b>

By signing this worksheet, we certify that all the information reported to qualify for federal student aid is complete and correct. At least **one parent must sign**.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date