

2013–2014 Verification Worksheet

DEPENDENT STUDENT

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 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. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	LCCC Student ID
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. 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 don't 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 any household member, 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. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

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

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary institutions is inaccurate.

Student's Name	Student ID
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C. Student's Income Information to Be Verified

1. I am **REQUIRED** by the IRS to file a Federal Income Tax Return

* **Important Note:** If the student filed, or will file, an amended 2012 IRS tax return, the student must contact the Financial Aid Administrator before completing this section.

*** If the student **has used the IRS Data Retrieval Tool** when completing the 2013-2014 FAFSA, SKIP TO SECTION D.

By checking this box, I confirm that I have **not used the IRS Data Retrieval Tool**, and will complete one of the following options:

A. Use the IRS Data Retrieval Tool on FAFSA

Once you have completed your taxes, wait the appropriate length of time (two weeks if filed electronically and 8 weeks if by mail) and follow these steps:

1. Log back into www.fafsa.gov.
2. Click on Make FAFSA Corrections.
3. Click on the Financial Information tab.
4. Change from "Will File" to "Already Completed."
5. If you are eligible to use the IRS Data Retrieval Process, click on the Link to IRS link and click OK.
6. On the IRS Web site, enter the requested information and click submit.
7. Click the box under the "Transfer My Tax Information into the FAFSA" and then click Transfer Now
8. You should then receive a message "You have successfully transferred your 2012 tax information."
9. Be sure to finish going through all the steps and electronically sign (if dependent student one of your parents also needs to electronically sign) and submit your FAFSA. You are not finished until you have successfully submitted your FAFSA and received a confirmation number.

B. Request a Tax Return Transcript

1. Go to www.IRS.gov
2. Under Tools
3. Select "Order a Return or Account Transcript"
 - a. Select Tax Return Transcript
 - b. Select 2012
4. Transcripts are typically mailed in 7-10 business days
5. Attach or submit to the Financial Aid Office

2. I am **NOT REQUIRED** by the IRS to file a Federal Income Tax Return

Check the box that applies:

- The student was not employed and had no income earned from work in 2012.
- Complete the table below for all 2012 employment. **Attach copies of all 2012 IRS W-2 forms issued to the student from 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 the student's name and Student ID Number at the top.

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)
	\$	
	\$	
	\$	
	\$	
	\$	

Student's Name	Student ID
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D. Parent's Income Information to Be Verified

1. Parent (and spouse, if married) is **REQUIRED** by the IRS to file a Federal Income Tax Return

* **Important Note:** If the parent filed, or will file, an amended 2012 IRS tax return, the parent must contact the Financial Aid Administrator before completing this section.

** **Important Note:** The instructions below apply to each parent included in the household. Notify the Financial Aid Office if the parents filed separate IRS income tax returns for 2012 or had a change in marital status at the end of the 2012 tax year on December 31, 2012.

*** If the parent **has used the IRS Data Retrieval Tool** when completing the 2013-2014 FAFSA, SKIP TO SECTION E.

By checking this box, I confirm that I (the parent) have **not used the IRS Data Retrieval Tool**, and will complete one of the following options

A. Use the IRS Data Retrieval Tool on FAFSA

Once you have completed your taxes, wait the appropriate length of time (two weeks if filed electronically and 8 weeks if by mail) and follow these steps:

1. Log back into www.fafsa.gov.
2. Click on Make FAFSA Corrections.
3. Click on the Financial Information tab.
4. Change from "Will File" to "Already Completed."
5. If you are eligible to use the IRS Data Retrieval Process, click on the Link to IRS link and click OK.
6. On the IRS Web site, enter the requested information and click submit.
7. Click the box under the "Transfer My Tax Information into the FAFSA" and then click Transfer Now
8. You should then receive a message "You have successfully transferred your 2012 tax information."
9. Be sure to finish going through all the steps and electronically sign (if dependent student one of your parents also needs to electronically sign) and submit your FAFSA. You are not finished until you have successfully submitted your FAFSA and received a confirmation number.

B. Request a Tax Return Transcript

1. Go to www.irs.gov
2. Under Tools
3. Select "Order a Return or Account Transcript"
 - a. Select Tax Return Transcript
 - b. Select 2012
4. Transcripts are typically mailed in 7-10 business days
5. Attach or submit to the Financial Aid Office, make sure to include the student's name and student's ID number on the top of the transcript

2. Parent (and spouse, if married) is **NOT REQUIRED** by the IRS to file a Federal Income Tax Return

Check the box that applies:

- The parent was not employed and had no income earned from work in 2012.
- Complete the table below for all 2012 employment. **Attach copies of all 2012 IRS W-2 forms issued to the parent from 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 the student's name and Student ID Number at the top.

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)
	\$	
	\$	
	\$	
	\$	
	\$	

Student's Name	Student ID
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E. Parent's Other Information to Be Verified

Verification of SNAP (Food Stamps)

Did one of the parent(s) in the household (listed in Section B) **Receive** (Supplemental Nutrition Assistance Program) or SNAP (formerly known as food stamps) benefits in 2011 or 2012? If asked by the student's school, I will provide documentation of SNAP benefits during 2011 and/or 2012. Yes No

Verification of Child Support Paid

Did one of the parent(s) in the household **pay** Child Support in 2012 for a child(ren) who are NOT listed in the household in Section B? Yes No

If **YES**, complete the chart below.

If you need more space, attach a separate page that includes the student's name and Student ID 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
Marty Jones (example)	Chris Smith (example)	Terry Jones (example)	\$6,000.00 (example)
			\$
			\$
			\$
			\$
			\$
			\$
			\$

F. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and parent must sign this worksheet.

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

Do not mail this worksheet to the U.S. Department of Education.

**Submit this worksheet to: Financial Aid Office
Laramie County Community College
1400 E. College Dr.
Cheyenne, WY 82007**

Or Fax: 307.432.7875

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