2013-2014 Verification Worksheet
Federal Student Aid Programs

Your application was selected by the U.S. Dept. of Education for review in a process called "verification." In this process, we are required by federal law to verify information provided on the Free Application for Federal Student Aid (FAFSA). To verify this information the IRS Tax Return Transcript is required. Documentation regarding number of children in college and/or documentation on receipt of Food Stamps (SNAP) is required if needed.

We cannot process your financial aid until verification has been completed.

What you should do:

1. Complete and sign this worksheet-you and at least one parent.
2. Contact us if you have questions about completing this worksheet.
3. Submit the completed worksheet, IRS Tax Return Transcript for 2012, and any other documents requested, to our office.
4. We will compare the information on these documents and make corrections if necessary.
5. Independent students provide only their information and signature.

Section A Student Information

Last Name *First Name* *M.I.* *Social Security Number*

Address (include apt. #) *City* *State* *Zip Code*

Date of Birth *E-mail Address* *Phone Number (include area code)*

Section B Family Information

☐ **Independent Students**:

- List only yourself and anyone else you provide more than half of their support and will continue to provide more than half their support from July 1, 2013 to June 30, 2014.

☐ **Dependent Students**: **List the people in your parents' household, include**:

- yourself and your parent(s) (including stepparent) even if you do not live with your parents.
- your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2013 through June 30, 2014, or (b) the children would be required to provide parental information when applying for federal student aid,
- other people if they 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, 2013 through June 30, 2014.

Also write in the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2013 and June 30, 2014 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
Example: Angela Sheets	*24*	*Sister*	*Central University*
		Self	

Section C Tax Form

Submit a **c**opy of your (and your parent's) **2012 IRS Tax Return Transcript** if you filed as a dependent student on your financial aid form. If you filed as an independent student, submit a copy of your **2012 IRS Tax Return Transcript.**

Section D Non Tax Filers

If you and/or parents **did not** file a federal 2012 tax return, please complete this section.

Check the box for people who did not and are not required to file a 2012 federal income tax return.

☐ **Student** ☐ **Did not work**
☐ **Parent** ☐ **Did not work**

List below all their employers and any income received in 2012.
Submit W-2 forms or other earning statements.

Name of Employer	Student Amount	Spouse or Parent(s) Amount

Section E Untaxed Income (ENTER ZEROES IF NO FUNDS WERE RECEIVED)

Both tax filers and non-tax filers must list any untaxed income received in 2012. Failure to complete this section will delay the processing of your financial aid. For ***independent applicants***, the left side column must be completed. For ***dependent applicants***, both the left side and the right side columns must be completed. Other untaxed income may have been received as well, but this will be captured by our review of your tax return.

STUDENT	CALENDAR YEAR 2012	PARENTS (AND STEPPARENT)
$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earning) including, but not limited to, amounts reported on W-2 Form Box 12a-12d, codes D, E, F, G, H, and S.	$
$	Child support **RECEIVED** for all children. Don't include foster care payments. **TOTAL for 2012**	$
$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). **TOTAL for 2012.**	$
$	Veterans' non-education benefits, such as Disability, Death Pension, Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study Allowances. **TOTAL for 2012**.	$
$	Child support **PAID** for all children. **TOTAL for 2012** Names of children:	$
$	Any other untaxed income or benefits, not reported elsewhere, such as disability insurance (not Social Security disability/SSI), etc. **TOTAL for 2012**.	$

Section F. Sign This Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning**: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____ Date_____ _____ Date_____

Student's Signature **Parent's Signature (Dependent Students Only)**

Return to: VMI Financial Aid Office, 302 Carroll Hall, Lexington, VA 24450
Office Number (540)-464-7208; FAX (540)-464-7629