

**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS  
Federal Student Aid Programs**

**DEPENDENT STUDENT**

**2012-2013 Verification Worksheet**

Your 2012-2013 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, Pensacola State College 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.

**Complete this verification form and submit it to your financial aid administrator as soon as possible, so your financial aid will not be delayed.**

**What you should do:**

1. Complete all sections and sign the worksheet-you and at least one parent.
2. Submit the form and other required documents.
3. Contact us if you have questions about completing this worksheet.
4. Bring or mail the completed worksheet, IRS tax transcripts, and any other documents to our office.

**What Pensacola State College will do?**

We will compare the information on these documents and make corrections as necessary.

**A. STUDENT INFORMATION (Please Print and Complete the form in INK)**

\_\_\_\_\_  
Last Name First Name M.I.

\_\_\_\_\_  
Social Security Number \* (see note below)

\_\_\_\_\_  
Address (include apt. no.)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone number (include area code)

**B. FAMILY INFORMATION**

List the people in *your parent(s)' household*, including:

- **yourself**, and your parent(s) (including stepparent) even if you do not live with your parents, and
- **your parent's other children**, even if they do not live with your parent(s), **if**
  - **your parents will provide more than half** of their support from July 1, 2012 through June 30, 2013
  - the children would be required to provide parental information if they were completing a FAFSA for 2012-2013,
- **other people** if they now live with your parent(s), and **your parent(s) provides more than half of their support and will continue to provide more than half of their support from July 1, 2012 through June 30, 2013.**

**Print** 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 enrolled **at least half time** between July 1, 2012 and June 30, 2013 at a Title IV awarding institution and will be enrolled in a degree, diploma, or certificate program. *If you need more space attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College
Martha Jones (example)	24	Sister	Pensacola State College
		Self	Pensacola State College

According to the paperwork Reduction Act of 1993, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0041. The time required to complete this information collection is estimated to average twelve minutes, including the time to review instructions, search existing data resources, gather data needed and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Education, Washington DC 20202-5345

Rev. 1/2012 \* Required and authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092; 34 CFR 668.16; 34 CFR 668.33; 34 CFR 668.36; 34 CFR 668.32(i) and 34 CFR 668.36

**PLEASE BE SURE TO COMPLETE ALL 4 REQUIRED PAGES**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

### C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an amended 2011 IRS tax return, you must contact the Financial Aid office at this college for assistance prior to completing this section.

**Instructions:** Complete this section if the student, filed or will file a 2011 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool contact one of the Financial Aid offices at Pensacola State College listed at the end of this form.*

**Check the box that applies:**

- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- ☐ The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2011 IRS income information into the student's FAFSA once the student has filed a 2011 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. **The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.***
- ☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the Financial Aid Office a signed **2011 IRS tax return transcript—not a photocopy of the income tax return.** *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946 to request the "IRS tax return transcript" or visit the IRS office at 7180 N. 9<sup>th</sup> Avenue, Pensacola, FL. 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 the 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 weeks for paper IRS tax return filers.*
- ☐ Check here if the student's signed IRS tax return **transcript** is attached to this worksheet. *Other types of IRS forms cannot be accepted.*
- ☐ Check here if the student's signed IRS tax return transcript will be submitted later to the Financial Aid office. **Verification cannot be completed until the IRS tax return transcript has been submitted to this office.**

2. TAX RETURN NONFILERS—complete this section if the student will not file **and** is not required to file a 2011 income tax return with the IRS.

**Check the box that applies:**

- ☐ 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. *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 Social Security Number at the top.*

Please print and complete in INK.

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

**PLEASE BE SURE TO COMPLETE ALL 4 REQUIRED PAGES**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2011 IRS tax return, you must contact the Financial Aid office at this college for assistance prior to completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2011 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool contact one of the Financial Aid offices at Pensacola State College listed at the end of this form.*

**Check the box that applies:**

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- ☐ The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2011 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- ☐ The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the Financial Aid office at Pensacola State College the parent's signed **2011 IRS tax return transcript(s)—not photocopies of the income tax return**. *To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, call 1-800-908-9946 or visit IRS office at 7180 N. 9<sup>th</sup> Avenue, Pensacola, FL. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 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 weeks for paper tax return filers. If the parents are married, and separate 2011 tax returns were filed, 2011 IRS tax return transcripts must be submitted for each parent.*
- ☐ Check here if a signed IRS tax return **transcript(s)** is attached to this worksheet. Other types of IRS forms cannot be accepted.
- ☐ Check here if IRS tax return transcript(s) will be submitted later to the Financial Aid office. **Verification cannot be completed until the IRS tax return transcript(s) has been submitted to this office.**

2. **TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file **and** is not required to file a 2011 income tax return with the IRS.

**Check the box that applies:**

- ☐ The parent(s) was not employed and had no income earned from work in 2011.
- ☐ The parent(s) was employed in 2011 and has listed below the names of all the parent'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 parent(s) by employer(s). *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 Social Security Number at the top.*

Please print and complete in INK.

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

**PLEASE BE SURE TO COMPLETE ALL 4 REQUIRED PAGES**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**E. Parent's Other Information to Be Verified**

1. Check this box if someone in the student's parent(s) household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. If asked by the Financial Aid office at Pensacola State College, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

2. Check this box and complete this section if one of the student's parents paid child support in 2011.

☐ One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2011. The parent has 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 the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

**Please print and complete in INK.**

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>

**F. Certification and Signatures**

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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to one of the Financial Aid offices at Pensacola State College.***

***You should make a copy of this worksheet and any additional documents you submit for your own records.***

**Bring, fax or mail this form with the requested documentation to the  
Financial Aid/Veteran Services/Scholarships Office:**

Pensacola State College  
Financial Aid Office, Bldg #2  
1000 College Blvd.  
Pensacola, FL 32504-8998  
(850)-484-1680

Pensacola State College  
Financial Aid Office, Bldg #4200  
5988 Highway 90  
Milton, FL 32583-1798  
(850)-484-4412

Pensacola State College  
Financial Aid Office, Bldg #3600  
555 West Highway 98  
Pensacola, FL 32507-1097  
(850)-484-2370

FAX: (850) 484-2181