

Marietta College

Office of Student Financial Services

2012-2013 Verification Worksheet for Federal Student Aid Programs

Your financial aid application has been selected by the U.S. Department of Education for review in a process called verification. Federal law states that before you can receive federal aid we must confirm the accuracy of the information on your FAFSA. If there are differences, the College may need to correct your FAFSA and re-evaluate your eligibility for financial aid. **Since we cannot continue to process your financial aid until verification has been completed, please provide the required documents as soon as possible.**

What you should do:

1. **Carefully read the instructions, complete all sections and sign the worksheet** – you (and your parent if you are required to provide their income information). Contact us if you have questions about completing this worksheet. **Do not leave sections blank.**
2. Gather required documents.
3. Mail, bring or fax to our office the completed worksheet, tax information and any other requested documents.

A. Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Student ID # or Social Security #</i>
<i>Permanent Address</i>		<i>City</i>	<i>State</i>
<i>Date of Birth</i>	<i>E-mail address</i>		<i>Phone # (include area code)</i>

B. Family Information - Write the names of all household members. Also write in the name of the college for any family member, **excluding parents**, who will attend college, at least half-time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

- Dependent Students:** List below the people in your parents' household, include: (a) yourself and your parent(s) (including step-parent) even if you don't live with your parents; (b) your parents' other children, even if they don't live with your parent(s), **if** (1) your parents provide more than half of their support from July 1, 2012 through June 30, 2013, or (2) the children would be required to provide parental information when applying for Federal student aid; and (c) 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, 2012 through June 30, 2013
- Independent Students:** List below the people in your household, include: (a) yourself, and your spouse **if** you have one; and (b) your children, **if** you will provide more than half of their support from July 1, 2012 through June 30, 2013; and (c) 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 from July 1, 2012 through June 30, 2013.

Full Name	Age	Relationship to Student	College Attending in 2012-2013
		Self	Marietta College

C. Tax and Income Information – To be completed by all students, parent(s)/step-parent of dependent students and spouses of married students. Student (and spouse) checks **one** box on the left. Parent checks **one** box on the right.

Student (spouse)	Calendar Year 2011	Parent(s)/Step-parent
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- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | I/we have used the IRS Data Retrieval tool and have not altered any FAFSA tax figures. I am enclosing W-2 forms. (See enclosed sheet for details.) | <input type="checkbox"/> |
| <input type="checkbox"/> | I/we have not or are unable to use the IRS Data Retrieval tool. I am enclosing a copy of my/our IRS tax transcript(s) for 2011 and all W-2 forms. (See enclosed sheet for details.) | <input type="checkbox"/> |
| <input type="checkbox"/> | I/we filed a foreign income tax return. I am enclosing any applicable W-2 forms for 2011, earnings statements and/or foreign tax returns to document all sources of 2011 income (taxable and non-taxable). | <input type="checkbox"/> |
| <input type="checkbox"/> | I/we certify that I am not filing and am not required to file a 2011 Federal US tax return. All income received in 2011 is listed below. I am enclosing W-2 forms for all earned income. | <input type="checkbox"/> |

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

D. Other Information to be Verified – Circle yes or no for each question below.

Yes No One of the persons listed in Section B of this worksheet received SNAP (formerly known as food stamps) benefits in 2010 or 2011.

Yes No One (or both) of the student’s parents listed in Section B of this worksheet **paid** child support in 2011. If yes, complete the information requested below.

Person who paid child support	Person to whom child support was paid	Name of child for whom support was paid	Amount of child support paid in 2011 for this child

D. Sign this Worksheet - Each person signing this worksheet certifies that all the information reported on it is complete and correct. If student is dependent, at least one parent must sign and date it. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both, in accordance with U.S. laws.

Student’s Signature

Date

Parent’s Signature

Date

Verification Changes for 2012-13

Beginning with the 2012-13 school year, federal regulations have changed the way in which colleges are allowed to collect federal tax information for the verification process. Signed copies of federal tax returns (1040, 1040A, 1040EZ) are no longer sufficient to confirm the income reported on the FAFSA for most verifications. There are now two options available to verify IRS tax information: IRS Data Retrieval or IRS Tax Transcript.

Option 1 – If you use the IRS Data Retrieval tool:

When completing the income sections of the FAFSA, the applicant is given the option to have this data retrieved directly from the IRS. If you use this option and make no changes to your financial information, you are not required to submit an IRS transcript for verification purposes. You will still need to complete the enclosed Verification Worksheet.

Important facts regarding the IRS Data Retrieval System:

- The tax filer must have a 2011 IRS tax return filed & processed by the IRS to use this system.
- Taxes filed electronically should be available for Data Retrieval 2-3 weeks after initially filing.
- Taxes filed on paper may take 6 - 8 weeks once initially mailed before the Data Retrieval System can be accessed.
- Technical questions regarding the IRS Data Retrieval process may be directed to FAFSA @ 1-800-433-3243.

If you did not initially use the IRS Data Retrieval, you may do so by making a correction to the FAFSA. Login into your record at www.fafsa.gov and select *Make FAFSA Corrections*. Update your tax filing status to “already completed” and utilize the IRS Data Retrieval Tool. In order to access tax information, your name and address must be entered *exactly* as it appears on your tax return. Once your tax information is transferred to your FAFSA, you will need to provide your PINs as your electronic signatures and re-submit your FAFSA.

If the retrieved data is *has not* been changed, then an IRS tax transcript will not be required. If the retrieved IRS tax information *is* subsequently changed on the FAFSA, the applicant will be required to submit an IRS tax transcript.

When the Data Retrieval Process may not work –

The IRS Data Retrieval process may not be available in the following circumstances:

- A joint tax return was filed for 2011 and the student or the student’s parents filed the FAFSA with a marital status of separated, divorced or widowed.
- If the tax filer is married to someone other than the individual included on the 2011 joint tax return.
- If the parent or student was not married in 2011 but is married at the time the FAFSA is filed. The current spouse’s income must be reported on the FAFSA and separate tax transcripts for each individual are required.
- If the parents or the student is married but filed tax returns separately.
- If an amended tax return was filed.
- If you filed a foreign tax return.

Option 2 – If you are not able or choose not to use the IRS Data Retrieval tool, or subsequently change financial information on your FAFSA:

If applicants decide to not use the IRS data retrieval process and the application is chosen for verification, the applicant and the parents will be required to submit an IRS tax transcript. Instructions for requesting a tax transcript are listed below.

Requesting an IRS Tax Return Transcript –

There are several ways to order a federal tax return transcript from the IRS. These methods do not charge a fee:

- **Online** at: <http://www.irs.gov>, under **Tools** click on *Order a Return or Account Transcript*. For financial aid purposes, most will need a Tax Return Transcript. A paper transcript will be mailed to the requestor within 5-10 days.
- **By phone**: Call 1-800-908-9946 and request a Tax Return Transcript. A paper transcript will be mailed to the requestor within 5-10 days.
- **In person**: You can go to your local IRS Taxpayer Assistance Center and order a Tax Return Transcript in person. To locate the nearest center, go to www.irs.gov; click *Contact IRS* at the top of the screen, then select *Contact Your Local IRS Office*.
- **By mail**: The request form (Form 4506T) can be downloaded from www.irs.gov. Under **Tools**, click on *Order a Return or Account Transcript*. Near the bottom of the screen, select *Form 4506-T*. Transcripts ordered using this method can be mailed directly to Marietta College by the IRS if the tax filer requests this on line 5.

If you filed an amended tax return (1040X), you will need to obtain and submit both the Tax Return Transcript and the Tax Account Transcript.