



DEPENDENT

2012-2013 Verification Worksheet Federal Student Aid

Please answer all questions

STEP 1 - STUDENT INFORMATION:

Last Name		First Name		Student ID Number	
Permanent Street Address		Apt. Number	City/State/Zip		Date of Birth
Local Phone Number (Include Area Code)		Permanent Phone Number (Include Area Code)		Email Address	

STEP 2 - FAMILY INFORMATION

List people in **your household**. Include:

- Yourself
- Your parent(s)/step-parent(s)
- Your parent(s) other dependent children, if any, if your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the child would be required to provide your parent(s) information if they were completing a FAFSA for 2012 – 2013. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and your parent(s) provide more than half of their support and will continue to provide more than half of their support though June 30, 2013.

Include the name of the college for any household member, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary education institution between July 1, 2012, and June 30, 2013. *If more space is needed, attach a separate page.*

Full Name	Age	Relationship	Name of College/Degree Program (If at least half-time 2012-2013)
		Self	SUNY Delhi

STEP 3 – CHILD SUPPORT PAID – CALENDAR YEAR 2011

Did your parent(s) pay child support because of divorce or separation during the calendar year 2011? (Do not include support for children included in household size in STEP 2)

_____ **YES**...Complete the table below and continue to STEP 4

_____ **NO**...Continue to STEP 4

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

STEP 4 – FOOD STAMP BENEFITS IN CALENDAR YEAR 2011

Check here if any of the persons listed in STEP 2 of this worksheet received Food Stamps or participated in the Supplemental Nutrition Assistance Program (SNAP) benefits in 2010 or 2011. If requested, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

STEP 5 – STUDENT INCOME INFORMATION – CALENDAR YEAR 2011

If you, the student, **did not and are not** required to file a 2011 Federal Income tax return, list below all your employer(s) names and income received in 2011. Please **attach copies of all W-2 forms** and/or other earning statements. *If more space is needed, attach a separate page.*

Employer's Name	2011 Amount Earned	W-2 Attached?

Check here if you, the student, were not employed and had no income earned from work in 2011. You may be asked to submit additional documentation.

STEP 6 – PARENT INCOME INFORMATION – CALENDAR YEAR 2011

Note: If two parents were reported in STEP 2 of this worksheet, the instructions and certifications below refer and apply to both parents

If the parent(s) listed in STEP 2 **did not and are not** required to file a 2011 Federal Income tax return, list below all of their employer(s) names and income received in 2011. Please **attach all W-2 forms** and/or other earning statements. *If more space is needed, attach a separate page.*

Employer's Name	2011 Amount Earned	W-2 Attached?

Check here **if any parent(s)** listed in STEP 2 was not employed and had no income earned from work in 2011. You may be asked to submit additional documentation.

STEP 7 – Certification and Signatures

By signing this worksheet, we certify that all the information reported on this form is complete and correct.

_____ Date

_____ Date

_____ Parent's Date of Birth _____ Parent's Social Security Number

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

RETURN TO: SUNY Delhi
Student Financial Services
2 Main Street
Delhi NY, 13753
FAX TO: (607) 746 – 4104
EMAIL: financialaid@delhi.edu

TAX RETURN FILERS – Important Note: We cannot accept a signed copy of the tax return or the IRS tax account transcript to verify your income.

You must do one of the following:

Use the IRS Data Retrieval Tool that is part of FAFSA on the Web. (This is the best way to verify income)

If the parent/student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax returns filers, and up to eight weeks for paper IRS tax return filers.

Request a Tax Return Transcript call the IRS at 800-908-9946 or go to IRS.gov and click on the "Order a Return or Account Transcript" link. Make sure to request the "IRS tax return transcript" and **not** the "IRS tax account transcript."