

Herkimer County Community College 2010-2011 Verification Worksheet

DEPENDENT

Federal Student Aid Programs

A: Student Information

_____	_____	_____	_____
Last name	First Name	M.I.	Social Security Number
_____			_____
Address (include apt. no.)			Date of birth
_____	_____	_____	_____
City	State	Zip code	Phone number (include area code)

What is verification?

Verification is the process of comparing the information reported on the FAFSA with information on your tax returns and other financial documents. The Federal Central Processing Center (CPS) selects approximately one-third of all FAFSA applicants for verification. The College may also select an applicant if there appears to be conflicting or inconsistent information on the application. If there are discrepancies between your application data and the documents submitted, you or the school will correct the FAFSA. Federal law mandates we must review this information **before** awarding federal funds.

What documents are needed for verification?

All applicants must complete and sign the Verification Worksheet. Dependent students must also have a parent sign the verification worksheet.

All applicants must submit a **signed** copy of their federal tax return from the previous year. Dependent students must also submit a **signed** copy of their parents' federal tax return from the previous year.

Tax Return Notes:

1. Federal 1040/1040A/1040EZ filers: Submit a **signed** copy of the form.
2. Electronic filers: Form 8453 is not acceptable. Print and submit a signed copy of the actual tax return (e.g. 1040,1040A, or 1040EZ).
3. Non-filers: If you are not required to file a tax return, then the Verification Worksheet must reflect all non-taxable income received. The college may request an IRS confirmation of your non-filing status or completion of a Low Income Worksheet.
4. Tax filing extensions: If a parent or student has filed for an extension of their tax filing deadline, the verification process will not be completed until we receive a **signed** copy of the completed tax return. No federal awards will be processed.
5. Lost tax returns: If you need a copy of your tax return, call the IRS at 1-800-829-1040 to request a **Tax Return Transcript**. This must be **signed** and forwarded to the Financial Aid Office.

Are there any other documents that may be requested?

Other documents may be requested to resolve conflicting data or provide clarification of reported data. These documents may include bank statements, divorce/separation agreements, asset verification worksheet, and tax schedules.

What happens after verification documents are submitted?

Documents are reviewed for accuracy. If necessary, corrections will be made to the FAFSA and students will be notified by the Central Processing System that changes were made. After changes have been made an award letter will be sent to the student. Awards can also be viewed through Student Online Services from the college website.

Deadline for submitting documents

All requested information must be submitted within 30 days from the last request for information. Failure to submit information in a timely fashion will result in the application being filed as inactive with no further consideration and no federal aid being processed.

B: Family Information

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

- Yourself and your parent(s) (including stepparent) even if you don't 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, 2010 through June 30, 2011, 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, 2010 through June 30, 2011.

Also write in the name of the college for any household member listed, **excluding your parent(s)**, who will be attending at least half time between July 1, 2010 and June 30, 2011, and will be enrolled in a degree or certificate program.

Full Name	Age	Relationship	College
<i>Missy Jones</i> (example)	<i>18</i>	<i>Sister</i>	<i>Central University</i>
		Self	HCCC

*If additional room is needed, please attach a separate sheet of paper.

C: Tax Forms and Income Information

1. Check appropriate box below.

Student	(✓)	Parent(s)	(✓)
I am attaching a signed copy of my 2009 tax return.		I am attaching a signed copy of my 2009 tax return.	
I will submit a signed 2009 tax return at a later date.		I will submit a signed 2009 tax return at a later date.	
I will not file a 2009 tax return		I will not file a 2009 tax return	

2. Untaxed income received.

Student		Parent(s)	
Source of Untaxed Income	2009 Amount	Source of Untaxed Income	2009 Amount
Child Support	\$	Child Support	\$
Workman's Compensation	\$	Workman's Compensation	\$
Untaxed Pensions (exclude rollovers)	\$	Untaxed Pensions (exclude rollovers)	\$
Other	\$	Other	\$

Other, please explain: _____ Other, please explain: _____

3. **If you did not file** and are not required to file a U.S. Income Tax Return, list below any wages received during 2009 (use W-2 forms if available).

Student		Parent(s)	
Source	2009 Income	Source	2009 Income
	\$		\$
	\$		\$
	\$		\$

D: Signatures

Each person signing this form certifies that all the information reported on it is complete and accurate. The student and at least one parent must sign and date.

Student Date

Parent Date

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

Submit this worksheet to the Financial Aid Office. Don't forget to sign your tax forms!
Mail To: Herkimer County Community College, Financial Aid, 100 Reservoir Road, Herkimer, NY 13350
Fax To: (315) 866-0062