

2012-2013 Verification Worksheet Dependent Student

Your application was selected for review in a process called "Verification." In this process, Central Piedmont Community College's Financial Aid Office will be comparing information from your Free Application for Federal Student Aid (FAFSA) with copies of you and your parent(s) 2011 IRS Tax Transcript. W-2 forms and /or other financial documents may be requested. The U.S. Department of Education requires that we have this information before awarding Federal aid. If there are differences between your FAFSA application information and your financial documents, you or CPCC's Financial Aid Office may need to make corrections electronically. Upon review of the documentation you submit, additional information may be required; notification of such will be made as quickly as possible. You will be notified if FAFSA corrections result in changes/cancellation of award(s). If you have questions about verification, contact the Financial Aid Office as soon as possible at 704-330-6940.

1. Gather all your documents. You will need you and your parent(s) W-2 tax forms and any other tax information.
2. Complete the Dependent Verification Form. Print a copy and have at least one parent sign.
3. If the answer is zero write "0", do not leave blank.
4. If the number in household and/or college you are reporting now on the Verification Worksheet does not match the number(s) you reported on the FAFSA, submit an explanation below.

5. Submit a signed 2011 Federal Tax Transcript for you and your parent(s). As per federal regulations, we can no longer accept copies of the filed federal tax return unless it is specifically requested. **You can obtain a Federal IRS Tax Transcript by calling the IRS at 1-800-908-9946.**
6. **IF FILED:** The following schedules and forms are required from your tax return:
 - **Schedule C** (business income)
 - **Schedule E** (property rental, royalties, S corps, trusts, etc.)
 - **1099 R** (distributions from IRS, pensions and annuities, etc.)
7. If Food Stamps were received by any household member reported on this form for 2010 or 2011 complete the Food Stamp Verification Form. You will also need to fax or bring copies of all supporting documentation, such as a copy of the Food Stamp benefit card, to the Financial Aid Office. This form will need to be printed and signed by your and a parent.
8. If you or your parent paid child support, you will need to complete and submit the Child Support Paid form.
9. The requested documentation can be faxed or submitted to the Financial Aid Office. Fax # 704-330-5053.

A. Dependent Student's Information

Student's Last Name

Student's First Name

Student's M.I.

Student's CPCC ID

Student's Street Address (include apt. no.)

Student's Home Phone Number (include area code)

City

State

Zip Code

B. Family Information

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the other children would be required to provide parental 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 your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2013.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2012, and June 30, 2013. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Central Piedmont Community College</i>	

Please complete and submit the Enrollment Verification Form to verify enrollment for family member(s) attending at least half-time during the fall 2012 term in a post-secondary institution. Include family attending CPCC.

Complete one form for each family member.

Who is not an eligible family member? Please note that we will not consider college enrollment for:

- Parents
- Foster children
- Family members attending foreign colleges, military schools, non-degree granting programs and/or non-financial aid recipient colleges

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, the student must contact the financial aid administrator before 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, 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 see your financial aid administrator.*

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 school a **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 and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." 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 IRS tax return transcript is attached to this worksheet.*
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

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.*

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

D. Parent's Income Information to be Verified – *Note: If two parents were reported in Sections 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 the student's financial aid administrator must be contacted before 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, 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 see the student's financial aid administrator.*

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 student's school a copy of the parent's **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 and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. 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 an IRS tax return transcript(s) is attached to this worksheet.*
 - Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

F. Additional Financial Information and Untaxed Income

Use the tables below to report annual (not monthly) amounts as indicated on your 2011 TAX RETURN.

Tax returns include the 2011 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. **If the amount is zero, write "0", do not leave blank.**

Student	2011 Additional Financial Aid	Parent(s)
\$	Education Credits (Hope and Lifetime Learning tax credits) from IRS Form 1040 – line 49 Or 1040A – line 31.	\$
\$	Child support paid by the parent you live with because of divorce or separation or as a result of a legal requirement. You must complete the Child Support Paid worksheet and provide all requested documentation. In addition, you must supply a signed statement from the payer of the child support indicating the annual amount of support and the names of the children for which the funds are being paid. <i>(The statement must be signed by the payee and CPCC student.)</i>	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of Fellowships and assistantships.	\$
\$	Grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income.	\$
\$	Earnings from work under a cooperative education program offered by a College (do not include earnings from any CPCC work-study program).	\$

2011 Untaxed Income

\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d. codes D, E, F, G, H and S. (Must submit W-2 Forms to the Financial Aid Office.)	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 – line 28 + Line 32 or 1040A – line 17.	\$
\$	Child support received for all children in your household. (Don't include foster care or adoption payments).	\$
\$	Tax exempt interest income from IRS Form 1040 - line 8b or 1040A Line 8b.	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040 – lines 15a minus 15b or 1040A – lines 11a minus 11b. Exclude rollovers. (Must submit 1099R)	\$
\$	Untaxed portions of pensions from IRS Form 1040 lines 16a minus 16b or 1040A lines 12a minus 12b. Exclude rollovers. If negative, enter "0". (Must submit 1099R)	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	Veterans non-education benefits such as Disability Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported elsewhere on this form, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS form 1040, line 67. Don't include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits. Workforce Investment Act educational benefits, combat pay, (if you are a not a tax filer), benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.	\$

G. Signature Requirement for Correction to the Free Application for Federal Student Aid

All information will be reviewed for accuracy, and conflicting information and/or inconsistent information will be corrected. By certifying this form the Financial Aid office will report that the required signatures have been provided and you agree to have all of your corrections sent electronically by Central Piedmont Community College's Financial Aid/VA Office.

If you are a student, you certify that you:

1. will use federal and/or state financial aid only to pay the cost of attending an institution of higher education;
2. are not in default on a federal student loan or have made satisfactory arrangements to repay;
3. do not owe money back on a federal student grant or have made satisfactory arrangements to repay;
4. will notify your school if you default on a federal student loan, and
5. will not receive a Federal Pell Grant from more than one school for or during the same period of time.
6. understand that **the Secretary of Education has the authority to verify information reported on this application (FAFSA) with the Internal Revenue Service and other Federal agencies.**

H. Student Certification

I certify that all of the information reported on this worksheet is complete and correct.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

WARNING: According to the U.S. Department of Education, if you purposely give false or misleading information on form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

Do not mail any documents to the U.S. Department of Education.

Submit all requested documentation to CPCC's Financial Aid Office.

You should make a copy of this worksheet for your records.

Print a copy of this form for your parent(s) to sign.