Student Financial Aid

A Department of Central Piedmont Community College

2013-2014
V-1 Dependent Verification Form

Your 2013–2014 Free Application for Federal Student Aid (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, CPCC's Financial Aid Office 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. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to CPCC's Financial Aid Office. CPCC's Financial Aid Office may ask for additional information. If you have questions about verification, contact CPCC's Financial Aid Office as soon

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's CPCC ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Dependent Student's 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, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013–2014. 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, 2014.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, **at least half time (six credit hours)** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013, and June 30, 2014. *If more space is needed, attach a separate page with the student's name and CPCC Student ID# at the top.*

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

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.

Financial Aid/Veterans' Affairs
Central Piedmont Community College – PO Box 35009 – Charlotte, NC 28235-5009
Telephone: (704) 330-6942 Fax: (704) 330-5053
You may submit, fax or mail your documents to any of our six locations.

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: If the student filed, or will file, an amended 2012 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 2012 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 2012 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 2012 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 2012 IRS income information into the student's FAFSA once the student has filed a 2012 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 **2012 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 2012 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 2012 income tax return with the IRS.

Check the box that applies:

☐ The student was **not employed** and had no income earned from work in 2012.

☐ The student was **employed in 2012** and has listed below the names of all the student's employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. **Attach copies of all 2012 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	2012 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	*$1,280*	*Yes*

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.

Student Name: _____ **Student ID Number:** _____

D. Parent's Income Information to Be Verified

Note: If two parents were reported in Section B of the 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 2012 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 2012 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 2012 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 2012 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 2012 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 **2012 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 2012 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 2012 tax returns were filed, 2012 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.*

2. TAX RETURN NONFILERS

Complete this section if the student's parent(s) will not file and is not required to file a 2012 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 2012.

☐ The parent(s) was employed in 2012 and has listed below the names of all the parent's employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 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*.

Employer's Name	2012 Amount Earned	For Whom?	IRS W-2 Attached?
Pro Auto	*$980*	*Father*	*Yes*

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E. Parent's Other Information to Be Verified

1. Verification of Food Stamps or Supplemental Nutrition Assistance Program (SNAP)

Complete this section 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 2011 or 2012 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. **Please attach the documentation of receipt of SNAP during 2011 and/or 2012 from the agency that issued the food stamps to verify that the benefit was received.**

☐ My parent(s) received Food Stamps, Food & Nutrition Services or Supplemental Nutrition Assistance (SNAP) benefits during 2011 or 2012**. Please attach the documentation of receipt of SNAP during 2011 and/or 2012 from the agency that issued the food stamps to verify that the benefit was received**.

☐ No one in our household received Food Stamps, Food & Nutrition Services or Supplemental Nutrition Assistance (SNAP) benefits during 2011 or 2012.

2. Verification of Child Support Paid in 2012

Complete this section if one of the student's parents paid child support in 2012. **Central Piedmont Community College's Financial Aid Office considers child support paid by the <u>custodial parent</u> in the 2012 calendar year as January 1, 2012 through December 31, 2012.**

☐ One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2012. 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 2012 for each child. **This form must be accompanied by verification of child support paid.** Acceptable documentation would be payment receipt(s), copies of cancelled checks, or payroll/bank statements. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

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 2012
Joe Jones	*Jane Doe*	*Jake Jones*	*$6,000*

☐ I did not pay child support for the 2012 calendar year.

☐ My parent did not pay child support for the 2012 calendar year.

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.

Student Name: _____ **Student ID Number:** _____

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.**

Read, Sign, and Date

If you are the student, by signing below you certify that you (1) will use federal and/or state student 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 arrangement to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangement to repay it, (4) will notify your school if you default on a federal student loan, and (5) will not receive a Federal Pell Grant for more than one school for the same period of time.

If you are the parent or the student, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include your U.S. income tax transcripts. Also, you certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Revenue Service and other federal agencies. If you sign any document related to the federal student aid programs electronically using a Personal Identification number (PIN), you certify that you are the person identified by the PIN and have not disclosed that PIN to anyone else. If you purposely give false or misleading information, you may be
Fined $20,000, sent to prison, or both.

By signing below you are authorizing Central Piedmont Community College to make corrections to your original application based on the documents you are now submitting.

Everyone whose information was given on the original application should sign below. The student (and at least one parent, if parent information is given) MUST sign below

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 or fax this worksheet to CPCC's Financial Aid Office.

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

Central Piedmont Community College

Student Financial Aid Office

PO Box 35009

Charlotte, NC 28235-5009

Telephone: (704) 330-6942 Fax: (704) 330-5053

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