## 2013-2014 Tepper School Verification Worksheet Independent

# Federal Student Aid Programs

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct our 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.

Complete this verification form and submit it to the Tepper School Financial Aid Office as soon as possible to avoid delays in the processing of your financial aid. If you have questions concerning this form contact the Tepper School Financial Aid Office at 412-268-1242.

### What you should do

- Collect your (and your spouse's)
   financial documents (signed
   Federal income tax transcripts, W-2
   forms, etc.).
- 2. Complete and sign this worksheet, attach any required documents, and submit the form and other required documents to Tepper School Financial Aid Office.
- 3. Submit the completed worksheet, tax forms, and any other documents requested to Tepper School Financial Aid Office.

#### 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)

#### **B. Family Information**

List the people in *your household*, including:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2013 through June 30, 2014, even if they do not live with you, and;
- 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, 2013 through June 30, 2014.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2013 and June 30, 2014, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	City University
		SELF	Carnegie Mellon Univ-Tepper School

#### C. Student's Income Information

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2012 IRS tax return, you must contact your financial aid administrator before completing this section.

**Instructions**: Complete this section if you, 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 you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into your 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.* 

	I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2012 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Your school will use the IRS information that was transferred in the verification process.
	I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2012 IRS income information into my FAFSA once I have filed my 2012 IRS tax return.  See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.
	I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school 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 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 your 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. If you are married and you and your spouse filed separate 2012 tax returns, you must submit tax return transcripts for both you and your spouse.  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 your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.
not	AX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and are required to file a 2012 income tax return with the IRS. eck the box that applies:
	The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2012.
	The student (and/or the student's spouse if married) was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top. If you did not file and are not required to file a 2012 Federal income tax return, list below your employer(s) and any income received in 2012 (use the W-2 form or other earnings statements if available).

Sources	2012 Amount	IRS W-2 Attached?
Denny's Auto Body Shop (example)	\$2,000.00	yes
	\$	
	\$	
	\$	

### **D. Student's Other Information**

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Spouse Signature (optional)		Date				
Student Signature		Date				
E. Sign this Worksheet  By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. I also give permission to the Tepper School to make change to my FAFSA record based on the information submitted.		WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.				
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Support  Marty Jones (example)	Paid Child Support was Paid  Chris Smith	Child Support was Paid  Terry Jones	Paid in 2012 \$6,000.00			
indicated below the name support was paid, the na child support that was pa	or your spouse, if married, paid spouse who is listed in Section e of the person who paid the clames of the children for whom did in 2012 for each child. If ask and the clame of Person to Whom	n B of this worksheet, paid on hild support, the name of the child support was paid, and ked by my school, I will prov	e person to whom the child the total annual amount of			
<ul> <li>Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.</li> <li>□ One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.</li> </ul>						
	1. Complete this section it someone in the student's nousehold (listed in Section B) received benefits from the					

Do not email this form.