

**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS
Federal Student Aid Programs**

INDEPENDENT STUDENT

2012-2013 Verification Worksheet

Your 2012-2013 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 reported on your FAFSA. To verify that you provided correct information, Pensacola State College 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 your financial aid administrator as soon as possible, so your financial aid will not be delayed.

What you should do:

1. Complete all sections and sign the worksheet.
2. Submit the form and other required documents.
3. Contact us if you have questions about completing this worksheet.
4. Bring or mail the completed worksheet, IRS tax transcripts, and any other documents to our office.

What Pensacola State College will do?

We will compare the information on these documents and make corrections as necessary.

A. STUDENT INFORMATION (Please Print and Complete the form in INK)

Last Name	First Name	M.I.	Social Security Number * (see note below)
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.**
- **Your spouse**, if you are married.
- **your children**, if you 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 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 **you provide more than half of their support and will continue to provide more than half of their support from July 1, 2012 through June 30, 2013.**

Print the names of all household members in the space(s) below. Also, write in the name of the college for any household member, who will be enrolled at least half time between July 1, 2012 and June 30, 2013 at a Title IV awarding institution and will be enrolled in a degree, diploma, or certificate program. *If you need more space, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	Pensacola State College
		Self	Pensacola State College

According to the paperwork Reduction Act of 1993, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0041. The time required to complete this information collection is estimated to average twelve minutes, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Education, Washington DC 20202-5345

PLEASE BE SURE TO COMPLETE ALL 3 REQUIRED PAGES

C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2011 IRS tax return, you must contact the Financial Aid office at this college for assistance prior to completing this section.

Instructions: Complete this section if you, 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 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 2011 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 contact one of the Financial Aid offices at Pensacola State College listed at the end of this form.*

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2011 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) 2011 IRS income information into my FAFSA once I have filed my 2011 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 Financial Aid office a signed **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 to request the "IRS tax return transcript" and not the "IRS tax account transcript" or visit the IRS office at 7180 N. 9th Avenue, Pensacola, FL. 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 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. If you are married and you and your spouse filed separate 2011 tax returns, you must submit tax return transcripts for both you and your spouse.*
- Check here if a signed IRS tax return **transcript(s)** is attached to this worksheet. *Other types of IRS forms cannot be accepted.*
- Check here if IRS tax return transcript(s) will be submitted later to the Financial Aid office. **Verification cannot be completed until the IRS tax return transcript(s) has been submitted to this office.**

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file **and are not required** to file a 2011 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2011.
- The student (and/or the student's spouse if married) was employed in 2011 and has listed below the names of all employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 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.*

Please print and complete in INK.

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

Student's Name: _____ SSN: _____

D. Independent Student's Other Information to Be Verified

1. Check this box if someone in the student'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 2010 or 2011 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. If asked by the Financial Aid office at Pensacola State College, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

2. Check this box and complete this section if you or your spouse, if married, paid child support in 2011.

Either I, or if married, my spouse who is listed in Section B of this worksheet, paid child support in 2011. I have 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 2011 for each child. If asked by my school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes your name and Social Security Number at the top.*

Please print and complete in INK.

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
<i>Marty Jones(example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

Spouse's Signature

Date

*Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to one of the Financial Aid offices at Pensacola State College.*

You should make a copy of this worksheet and any additional documents you submit for your own records.

**Bring, fax or mail this form with the requested documentation to the
Financial Aid/Veteran Services/Scholarships Office:**

Pensacola State College
Financial Aid Office, Bldg 2
1000 College Blvd.
Pensacola, FL 32504-8998
(850)-484-1680

Pensacola State College
Financial Aid Office, Bldg 4200
5988 Highway 90
Milton, FL 32583-1798
(850)-484-4412

Pensacola State College
Financial Aid Office, Bldg 3600
5555 West Highway 98
Pensacola, FL 32507-1097
(850)-484-2370

FAX: (850) 484-2181