

# PENSACOLA STATE COLLEGE

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

### DEPENDENT STUDENT

### 2013-2014 Verification Document

Your 2013-2014 FAFSA was selected for review in a process called "verification." The law says that before awarding Federal Student Aid, we must ask you to confirm the information you and your parents 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 will be corrected as needed.

**Complete this verification form and submit it to your Financial Aid office as soon as possible, so your financial aid will not be delayed.**

#### What you should do:

1. Complete all sections and sign the worksheet-you and at least one parent.
2. Bring or mail the completed worksheet, IRS tax transcripts, and any other requested documents to our office.
3. Contact us if you have questions about completing this worksheet.
4. Continue to check your Pirate Mail and SpyGlass account for important Financial Aid information.

### 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 parent(s)' household*, including:

- **yourself**, and your parent(s) (including stepparent) even if you do not live with your parents, and
- **your parent's other children**, even if they do not live with your parent(s), **if**
  - **your parents will provide more than half** of their support from July 1, 2013 through June 30, 2014
  - the children would be required to provide parental information if they were completing a FAFSA for 2013-2014,
- **other people** if they now live with your parent(s), and **your parent(s) provides 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.**

Also, write in the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time between July 1, 2013 and June 30, 2014 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
		Self	Pensacola State College

Rev. 1/2013 \* Required and authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092; 34 CFR 668.16; 34 CFR 668.33; 34 CFR 668.36; 34 CFR 668.32(i) and 34 CFR 668.36

**PLEASE BE SURE TO COMPLETE ALL 3 REQUIRED PAGES**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**C. Income Information to Be Verified**

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an amended 2012 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 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](http://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 contact one of the Financial Aid offices at Pensacola State College listed at the end of this form.*

**Check the box that applies:**

**Student Parent(s)**

- 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.*
- 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 school cannot complete the verification process until the IRS information has been transferred into the FAFSA.***
- I, am unable or chose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I have attached my **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](http://www.IRS.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946 to request the "IRS tax return transcript" or visit the IRS office at 7180 N. 9<sup>th</sup> 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 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.*

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:**

**Student Parent(s)**

- Was not employed and had no income earned from work in 2012.
- Was employed in 2012 and has listed below the names of all the 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.*

**Please print:**

Student			Parent (s)		
Employer's Name	2012 Amount Earned	W-2's attached	Employer's Name	2012 Amount Earned	W-2's attached

**PLEASE BE SURE TO COMPLETE ALL 3 REQUIRED PAGES**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. Other Information to Be Verified**

Check appropriate boxes:

- One of the persons listed in Section B of this worksheet received SNAP (Supplemental Nutrition Assistance Program) benefits in 2011 or 2012. If asked by the Financial Aid office at Pensacola State College, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 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. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

**Please print:**

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

**E. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. Once my file has been reviewed, I understand Pensacola State College may request additional documentation before completing my file.

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

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
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 or mail this form 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  
555 West Highway 98  
Pensacola, FL 32507-1097  
(850)-484-2370

FAX: (850) 484-2181