The Office of Financial Aid 432 Western Avenue Albany, New York 12203

# The College of Saint Rose

PASSION. KNOWLEDGE. PURPOSE.

Phone: (518) 458-5464 Fax: (518) 454-2109

Email: finaid@strose.edu

Effective with the 2012-2013 aid year, we are no longer able to accept copies of Federal tax returns. If you did not use the IRS Tax Data Retrieval process when filing your FAFSA, a tax transcript must be requested from the IRS. To request a transcript, please visit <a href="www.irs.gov">www.irs.gov</a> or contact your local IRS office for specific instructions. Copies of W-2 forms are still acceptable.

# 2012-2013 DEPENDENT VERIFICATION WORKSHEET

Your 2012-2013 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, the Office of Financial Aid 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 these forms to the Office of Financial Aid. We may ask for additional information. If you have questions about verification, please contact us as soon as possible so that your financial aid will not be delayed. **Financial Aid cannot be disbursed until the verification process is complete.** 

. STUDENT INFORMATION				
Last Name	First Name	M.I.	Social Security Number	Saint Rose ID
Address (include apartment number)			Date of Birth	
City	State	Z	IP	Phone Number

#### B. HOUSEHOLD INFORMATION

Please list the people in your parent(s)' household, including:

- Yourself and your parent(s) even if you don't live with your parent(s). In cases of separation/divorce, list the parent with whom you lived more during the past 12 months. If this parent is remarried, you must include your stepparent.
- Your parent(s)' other children, even if they don't live with your parent(s) if: (a) your parents will provide more than half of their support from July 1, 2012 through June 30, 2013, or (b) the children would be required to provide parental information when applying for Federal Student Aid.
- Other people *only* if they live with and receive at least half of their support from your parent(s) and will continue to receive at least half of their support from July 1, 2012 through June 30, 2013.

Full Name	Age	Relationship to Student	Name of College Attending (at least half-time during 2012-2013)
		Self	The College of Saint Rose

# C. STUDENT TAX INFORMATION Please complete one of the following: Check here if you will not file, and are not required to file, a 2011 Federal Income Tax Return. If you did not file, and are not required to file, list the sources and amounts of any income you received in 2011. Attach copies of all 2011 W-2 forms or other documentation of income such as 1099 form(s). If no income was received, write NONE. 2011 Income **Sources** \$ \$ \$ \$ Check here if you are attaching a copy of your 2011 IRS Tax Return Transcript and W-2 form(s). Check here if a 2011 IRS Tax Return Transcript and W-2s will be submitted to the school by \_\_\_ Check here if you used the IRS Data Retrieval Tool when you completed your FAFSA on the Web. Attach copies of your W-2 forms. (If you have not already used the IRS Data Retrieval Tool, and you have completed your 2011 Federal Income Tax Return, go to www.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 data retrieval instructions.) D. PARENT TAX INFORMATION Please complete one of the following: Check here if you will not file, and are not required to file, a 2011 Federal Income Tax Return. If you did not file, and are not required to file, list the sources and amounts of any income you received in 2011. Attach copies of all 2011 W-2 forms or other documentation of income such as 1099 form(s). If no income was received, write NONE. 2011 Income Sources \$ \$ \$ \$ Check here if you are attaching a copy of your 2011 IRS Tax Return Transcript and W-2 form(s). Check here if a 2011 IRS Tax Return Transcript and W-2s will be submitted to the school by \_\_\_\_\_ Check here if you used the IRS Data Retrieval Tool when you completed your FAFSA on the Web.

**Attach copies of your W-2 forms**. (If you have not already used the IRS Data Retrieval Tool, and you have completed your 2011 Federal Income Tax Return, go to <a href="www.fafsa.gov">www.fafsa.gov</a>, log in to your FAFSA record, select <a href="Make FAFSA Corrections">Make FAFSA Corrections</a>, and navigate to the Financial Information section of the form.

From there, follow the data retrieval instructions.)

#### E. UNTAXED INCOME

Report untaxed income received by you and your parent(s) in the spaces below. Read each line and provide <u>annual</u> amounts from 2011. Enter \$0 for each line that does not apply to you or your parent(s). This worksheet may be returned to you if fields are left blank.

Student	2011 UNTAXED INCOME	Parent(s)
\$	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.	\$
\$	Child support <b>received</b> for <b>all</b> children. <b>Don't</b> include foster care or adoption payments.	\$
\$	Veterans' noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). <b>Do not</b> include the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	Other untaxed income not reported elsewhere, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040 – line 67. <b>Don't include</b> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, 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.	

# F. CHILD SUPPORT PAID

Report any child support **paid** by the student's parent(s) during the calendar year of 2011 because of divorce or separation or as a result of a legal requirement. In certain situations, we may require official documentation such as: a copy of the separation agreement or divorce decree that shows the amount of child support to be provided, a statement from the individual receiving the child support showing the amount provided, or copies of the child support checks or money order receipts.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Child Support Paid in 2011
			\$
			\$
			\$
			\$

### G. OTHER FINANCIAL INFORMATION

1.	Check the b	ox below if someone in your parents' household (listed in Section B) received benefits from the
	Supplementa	l Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010
	and/or 2011 o	calendar years.
		One of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. Additional documentation may be requested.

2. Read each line below and provide <u>annual</u> amounts from 2011. Enter \$0 for each line that does not apply to you or your parents. This worksheet may be returned to you if fields are left blank.

Student	2011 ADDITIONAL FINANCIAL INFORMATION	Parent(s)
\$	Taxable financial aid, including earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of assistantships and fellowships.	\$
\$	Student grant and scholarship aid <b>reported to the IRS in your (or your parents') adjusted gross income</b> —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. <b>Only</b> enter the amount that was taxable and included in your adjusted gross income. <b>Don't</b> include untaxed combat pay.	\$
\$	Earnings from work under a cooperative education program offered by a college.	\$

## H. SIGNATURES

Each person signing this form certifies that all the information reported on it is complete and correct. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.				
Student	Date			
Parent	Date			

Submit this completed form and required financial documents to:

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