



## 2012–2013 Dependent Student 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 as part of the process of 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 Student Financial Services (SFS) Office at Seattle University 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. If you have questions about verification, contact Student Financial Services at 206.220.8020 or email [financialservices@seattleu.edu](mailto:financialservices@seattleu.edu) as soon as possible so that your financial aid will not be delayed.

**Instructions:**

1. Complete the following items in ink. Please print.
2. Complete and sign (you and a parent) the worksheet.
3. Mail the completed, signed worksheet to the SFS Office at the address listed in the header.

**Section A: Student Demographic Information**

Check One:  Continuing SU Student  New Undergraduate Student  New Graduate Student

Last Name	First Name	M.I.	SSN or SU Student ID
Street Address (include apartment number)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Area Code and Home Phone Number			Area Code and Cell Phone Number

**Section B: Family Information**

List below the name, age, and relationship of the people for whom your parent(s) will provide more than half of the support between July 1, 2012 and June 30, 2013. 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, or if the other children would be required to provide parental 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 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, 2013.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2012, and June 30, 2013. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be enrolled ≥ ½ time?
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		



**Student's Name:** \_\_\_\_\_ **SU ID Number:** \_\_\_\_\_

**Section C: Student's Income Information**

**TAX RETURN FILERS (Student)**—**Important Note:** If the student filed, or will file, an amended 2011 IRS tax return, the student must contact the Student Financial Services Office before completing this section.

**Instructions:** Complete this section if 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 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 2011 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 SFS.*

Student Check One Below	
	The student <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. <i>The student's school will use the IRS information that was transferred in the verification process.</i>
	The student <u>has not yet used</u> the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2011 IRS income information into the student's FAFSA once the student has filed a 2011 IRS tax return. <i>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.</i>
	The student is <u>unable or chooses not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a <b>2011 IRS tax return transcript</b> —not a photocopy of the income tax return. <i>To obtain an IRS tax return transcript, go to <a href="http://www.irs.gov">www.irs.gov</a> 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 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.</i>
Student	
	<b>Check</b> if the student's IRS tax return transcript is attached to this worksheet.
	<b>Check</b> 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.

**TAX RETURN NONFILERS (Student)**—Complete this section if the student will not file and is not required to file a 2011 income tax return with the IRS

**Check all that apply:**

- Student was not employed and had no income from work in 2011.
- The student was employed in 2011 and has listed below the names of all the student's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 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	2011 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>



Student's Name: \_\_\_\_\_ SU ID Number: \_\_\_\_\_

**Section D: Parental Income Information**

**TAX RETURN FILERS (Parent)** —**Important Note:** If the parent(s) filed, or will file, an amended 2011 IRS tax return, the parent must contact the Student Financial Services Office before completing this section.

**Instructions:** Complete this section if the parent, 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 the parent 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 parent is eligible to use the IRS Data Retrieval Tool to transfer 2011 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 SFS.*

Parent Check One Below	
	The parent <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. <i>The student's school will use the IRS information that was transferred in the verification process.</i>
	The parent has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2011 IRS income information into the student's FAFSA once the parent has filed a 2011 IRS tax return. <i>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.</i>
	The parent is <u>unable or chooses not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and the parent will submit to the school a <b>2011 IRS tax return transcript</b> —not a photocopy of the income tax return. <i>To obtain an IRS tax return transcript, go to <a href="http://www.irs.gov">www.irs.gov</a> 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 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.</i>
Parent	
	<b>Check</b> if the parent's IRS tax return transcript is attached to this worksheet.
	<b>Check</b> if the parent'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.

**TAX RETURN NONFILERS (Parent)** —Complete this section if the parent will not file and are not required to file a 2011 income tax return with the IRS

**Check all that apply:**

- The parent(s) was/were not employed and had no income from work in 2011.
- The parent was employed in 2011 and has listed below the names of all the parent's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the parent 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	2011 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)



Student's Name: \_\_\_\_\_ SU ID Number: \_\_\_\_\_

**Section E: Parent's Other Information to Be Verified**

1. 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 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 Seattle University, Student Financial Services Office, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

2. Complete this section if one of the student's parents paid child support in 2011.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2011. 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 2011 for each child. If asked by Seattle University, Student Financial Services Office, 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.*

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

**Section 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.

**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

**Submit this completed and signed worksheet to the Seattle University Student Financial Services Office at the address listed in the header.**

**Please make a copy of this worksheet for your records.**