2012–2013 Verification Worksheet
Independent Student

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 reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Independent Student Information

Last Name First Name M.I. Student ID Number

Street Address (include apt. #) Date of Birth

City State Zip Code Phone Number (include area code)

B. Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, 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 through June 30, 2013.

Write the names of all household members. Include the name of the college for any household member 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self (student)	*Widener Law School*	

Complete this section if someone in the student's household (listed in above 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 above received SNAP benefits in 2010 or 2011. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

C. Independent Student - Income Information to Be Verified

1. TAX RETURN FILERS –

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. **Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2011 IRS tax return, you must contact your financial aid administrator before completing this section.

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 school a **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." 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 2011 IRS tax return transcript(s) is attached to this worksheet.

☐ Check here if a 2011 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.

2. TAX RETURN NONFILERS –

Instructions: Complete this section if 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, if married, the student's spouse) 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*.

Employer's Name	2011 Amount Earned	IRS W-2 Attached
Suzy's Auto Body Shop (example)	*$2,000.00*	*Yes*
	$ 0.00	
	$ 0.00	

D. Independent Student - Other Information to Be Verified

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, have completed the information below needed for child support that was paid in 2011. If asked by my school, I will provide documentation of the payment of child support. *If more space is needed, attach a separate page.*

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
Marty Jones(example)	*Chris Smith*	*Terry Jones*	*$6,000.00*
			$ 0.00
			$ 0.00
			$ 0.00

E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. If I purposely give false or misleading information on this worksheet, I may be fined, be sentenced to jail, or both.

_____ _____

Student Signature Date

_____ _____

Spouse's Signature (optional if married) Date

F. Submission of Verification Worksheet

Make a copy of this worksheet for your records and submit the original to the Financial Aid Office. Please call the office at the phone number provided below with any questions or concerns.

Remember, email is **not** a secure way to transmit private information, therefore, please do not email this verification form or other sensitive financial information such as Tax Transcripts.

Widener University School of Law
Financial Aid Office

Delaware Campus
4601 Concord Pike
Wilmington, DE 19803-0474
Phone: (302) 477-2292
Fax: (302) 477-2034

Harrisburg Campus
3737 Vartan Way
Harrisburg, PA 17110-9380
Phone: (717) 541-3961
Fax: (717) 541-1964