

2012–2013 Verification Worksheet Dependent 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. Dependent 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. Dependent Student’s Family Information

List below the people in your parent(s) household. 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 from July 1, 2012, through June 30, 2013, 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.

Write the names of all household members. 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self (student)</i>	<i>Widener Law School</i>	

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 the student’s school, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

C. Dependent STUDENT- Income Information to Be Verified

1. TAX RETURN FILERS –

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, 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 see your financial aid administrator. **Important Note:** If the student filed, or will file, an amended 2011 IRS tax return, the student must contact the financial aid administrator before completing this section.

Check the box that applies:

The student **has used** 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. *The student’s school will use the IRS information that was transferred in the verification process.*

The student **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 student has filed a 2011 IRS tax return.

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.

The student is **unable or chooses not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2011 IRS tax return transcript**—not a photocopy 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 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.

Check here if the student’s 2011 IRS tax return transcript is attached to this worksheet.

Check here if the student’s 2011 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.

2. TAX RETURN NONFILERS—

Instructions: Complete this section if the student, will not file and is not required to file a 2011 income tax return with the IRS.

Check the box that applies:

The student was not employed and had no income earned 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.*

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>

D. PARENT(S) - Income Information to Be Verified

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS –

Instructions: Complete this section if the student’s parent(s) 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’s parent(s) has not already used the tool, the parent and the student should go to 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(s) 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 whether or how to use the IRS Data Retrieval Tool see the student’s financial aid administrator.

Important Note: If the student’s parent(s), filed or will file, an amended 2011 IRS tax return the student’s financial aid administrator must be contacted before completing this section.

Check the box that applies:

- The student’s parent **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2011 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 transferred into the student’s FAFSA to complete the verification process.
- The student’s parent **has not yet** used the IRS Data Retrieval Tool, but will use the tool to transfer 2011 IRS income information into the student’s FAFSA once the parent’s IRS tax return has been filed.
See instructions above for information on how to use the IRS Data Retrieval Tool. The student’s financial aid administrator cannot complete verification until the parent has transferred IRS information into the student’s FAFSA.
- The parent is **unable or chooses not to** use the IRS Data Retrieval Tool, and the parent will submit to the student’s school a copy of the parent’s **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 you order the “IRS tax return transcript” and not the “IRS tax account transcript.” The parent will need his or her 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 tax return filers. If the parents are married, and separate 2011 tax returns were filed, 2011 IRS tax return transcripts must be submitted for each parent.
- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to the student’s school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

2. TAX RETURN NONFILERS –

Instructions: Complete this section if the student’s parent(s) will not file and is not required to file a 2011 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2011.
- The parent(s) 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(s) by employer(s). *List every employer even if they 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
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

E. PARENT(S) - Other Information to Be Verified

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, have completed the information below needed for child support that was paid in 2011. If asked by the 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
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

F. Certification and Signatures

Each person signing this worksheet certifies 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

Parent’s Signature (only one parent must sign)

Date

G. 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