

## 2013-2014 INDEPENDENT VERIFICATION WORKSHEET

Your 2013-2014 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 GSU 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 the form and other required documents to the financial aid administrator at GSU. We may need to ask for additional information in the future. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

### STEP 1: STUDENT INFORMATION

Please complete this verification form and provide copies of all requested paperwork within **15 days** of receipt to Governors State University. **Incomplete paperwork will not be accepted, thereby delaying the processing of your financial aid award.**

Student Name: \_\_\_\_\_ GSU ID # \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_  
Please Print                                      Last                                      First

Permanent Home Address: \_\_\_\_\_  
City                                      State                                      Zip Code

Student's Date of Birth: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

### STEP 2: FAMILY INFORMATION

Please list all members of your household. Remember to include:

- Yourself
- Your spouse if you are married (even if you were not married in 2012)
- Your children, if you provide more than half of their support from July 1, 2013 through June 30, 2014. Do not include children that you are paying child support for or foster children. Do not include roommates or fiancés.
- Other people, if they now live with you, you provide more than half of their support and the support will continue to do so from July 1, 2013 to June 30, 2014.

Support is defined as providing food, housing, medical/dental care or health insurance, money or other financial resources. If you need more space, attach a separate sheet.

FULL NAME Begin with yourself	AGE	RELATIONSHIP	NAME OF COLLEGE For any family member who will be working toward a degree at least half-time during the 2013-2014 academic year.
		<i>Self</i>	<i>Governors State University</i>

**STEP 3: STUDENT 2012 INCOME**

For all scenarios that require you to provide additional documentation, such as an IRS transcript, please include your name (the student's) and GSU student ID on the top right corner of each supporting documentation page so that your information is associated with the rest of your verification file.

- I or my spouse (if applicable) am/are married, but my spouse and I filed separate 2012 federal tax returns
  - Submit **two 2012 IRS Tax Return Transcript** (one for you and one for your spouse listed on your FAFSA).
  
- My marital status on the FAFSA is different than my marital status on December 31, 2012.
  - Submit a 2012 IRS Tax Return Transcript and copies of all your 2012 W-2s.
  - Submit a 2012 IRS Tax Return Transcript and copies of all 2012 W-2s for your spouse. If you were married after December 31, 2012 and your spouse is listed on the FAFSA.
  
- None of the above scenarios apply to me.
  - I utilized the IRS Data Retrieval Tool on \_\_\_\_\_  
Date
  
  - I requested a 2012 Tax Return Transcript from the IRS on \_\_\_\_\_  
Date
  
- I and/or my spouse (if applicable), am not required to file a 2012 federal tax return or foreign tax return.
  - Please check **one** box below and the section below if you (and your spouse, if married) will not and are **not required** to file a 2012 U.S. Federal Tax Return with the IRS (or with a foreign country's government). **You must attach all W-2 forms and/or 1099-MISC that you received for 2012.**
    - I was not employed and had no income earned from work in 2012
    - My spouse (if applicable) was not employed and had no income earned from work in 2012.
    - I was employed during 2012.
      - List below the names of all employers and the amount earned from each employer
      - **W-2 forms must be submitted.**
    - My spouse (if applicable) was employed during 2012
      - List below the names of all employers and the amount earned from each employer.
      - **W-2 forms must be submitted.**

EMPLOYER NAME	STUDENT AMOUNT	SPOUSE AMOUNT	W-2 SUBMITTED
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

**STEP 4: STUDENT 2012 UNTAXED INCOME**

Both tax filers and non-tax filers must list any untaxed income received in 2012. Please complete the chart below.

**Calendar Year 2012 (January 1, 2012 – December 31, 2012)**  
**Be sure to enter zero (0) if no funds were received**

TYPE OF UNTAXED INCOME/BENEFIT	STUDENT	SPOUSE
Payment 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 all children. <b>Don't include</b> foster care or adoption payments.	\$	\$
Housing food and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base military housing or the value of a basic military allowance for housing.	\$	\$
Veteran's non-education benefits, such as Disability, Death Pension or Dependency and Indemnity Compensation (DIC) or VA Educational Work-Study allowances.	\$	\$
Other untaxed income not reported, such as workers' compensation, disability, etc. <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, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax or special fuels	\$	\$
Other money received or paid on your behalf (e.g. bills), not reported elsewhere on this form (exclude support from parents).	\$	\$

**STEP 5: ADDITIONAL FINANCIAL INFORMATION (EDUCATION CREDITS)**

Complete this section only if you, and/or your spouse filed taxes.

EDUCATION CREDIT	STUDENT	SPOUSE
Education credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040 – Line 49 or 1040A – Line 31.	\$	\$

**STEP 6: CHILD SUPPORT PAID – CALENDAR YEAR 2012**

You (or your spouse) reported child support payments in 2012 on the Free Application for Federal Student Aid (FAFSA). Please complete the below section with the specific information requested.

- Only include amounts of child support paid to those not listed in your household on the verification worksheet.
- Do not include any amounts of child support received by members of your household in this section.
- If you did not pay child support in 2012, mark “N/A” in *Name of Person Who Paid Child Support* and “0” in *Amount of Child Support Paid*.

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
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6000.00</i>

**CHILD SUPPORT DOCUMENTATION**

I have provided copies of acceptable documentation of the payment of child support. Select one:

- A copy of the separation agreement or divorce decree that shows the amount of child support provided.
- A statement from the individual receiving the child support showing the amount provided
- Copies of the child support checks or money order receipts.

**STEP 7: FOOD STAMP BENEFITS – CALENDAR YEAR 2011 AND/OR 2012**

Complete this section if someone in the student’s household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 and/or 2012 calendar year.

- I and/or my spouse (if married) received Supplemental Nutrition Assistance Program (Food Stamps) benefits during the 2011 and/or 2012 calendar years. I have provided documentation of the receipt of benefits during the 2011 and/or 2012.
- No one in our household received Supplemental Nutrition Assistance Program (Food Stamps) benefits in 2011 or 2012.

**STEP 8: CERTIFICATION AND SIGNATURES**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date this worksheet. If married, the spouse’s signature is optional.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Spouse Signature Date

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