

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
2012-2013 VERIFICATION WORKSHEET

Your 2012–2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process, we will compare your FAFSA with the information on this worksheet and with any other required documents. We may ask for additional information later. If you filed as a Dependent student on the FAFSA, you and your parent(s) will need to complete this form. If you filed as an Independent student on the FAFSA, you and your spouse (if applicable), will need to complete this form. **DO NOT LEAVE ANY QUESTIONS BLANK.** We will be unable to award financial aid until the verification process has been completed. It is imperative that you submit all the requested documents (signed and completed) as soon as possible. If you have questions about the verification process, please contact the financial aid office as soon as possible so that your financial aid will not be delayed.

Section A: Student Information

Last Name	First	M.	Student Social Security Number (Will never be displayed or revealed)
Address (include Apartment Number)			Date of Birth
City	State	Zip	Phone Number (include area code)
Are you a RETURNING STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO Student E-Mail address: _____			

Section B: Family Information

Dependent students, list the *individuals who will live in your parent(s)' household* between July 1, 2012 and June 30, 2013. **Include:**

- Yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support between July 1, 2012 and June 30, 2013, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- Other people if they now live with your parents, your parents provide more than half of their support, and your parents will continue to provide more than half of their support between July 1, 2012 and June 30, 2013.
- If any household members (other than your parents) will be attending college at least half time between July 1, 2012 and June 30, 2013 and will be enrolled in a degree or certificate program, include the name of the college in the space(s) below.
- If you need more space, please attach a separate page.

Independent students, list the *individuals who will live in your household* between July 1, 2012 and June 30, 2013. **Include:**

- Yourself, and your spouse if you have one, and
- Your children, if you will provide more than half of their support between July 1, 2012 and June 30, 2013, even if they do not live with you, and
- Other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2012 and June 30, 2013.
- If any household members will be attending college at least half time between July 1, 2012 and June 30, 2013 and will be enrolled in a degree or certificate program, include the name of the college in the space(s) below.
- If you need more space, please attach a separate page.

Full Name	Age	Relationship	College
		SELF	GBCC

Section C: TAX RETURN FILERS - Income Information (If non-filer, skip to Section D)

Instructions: Complete this section if the student/spouse and/or parent(s) filed or will file a 2011 income tax return with the IRS.
Best Option: *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 and/or parent (of dependent 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 the financial aid office.* **Important Note:** If the student/spouse and/or parent(s) filed, or will file, an amended 2011 IRS tax return, you must contact the financial aid office before completing this section.

--OVER--

1. Student/Spouse Income Information to Be Verified – Check the box that applies:

- I/We used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA, and have not made any changes to the information transferred.
- I/We have 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 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. The school cannot complete the verification process until the IRS information has been transferred into the FAFSA.**
- I/We am/are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I am submitting to the school a **2011 IRS tax return transcript**—not a photocopy of the income tax return. **Verification cannot be completed until the IRS tax return transcript has been submitted to the school.**

2. Parent(s) Income Information to Be Verified (dependent students only) – Check the box that applies:

- My parent(s) used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA, and have not made any changes to the information transferred.
- My parent(s) have 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 my FAFSA once the 2011 IRS tax return have been filed. **See instructions above for information on how to use the IRS Data Retrieval Tool. The school cannot complete the verification process until the IRS information has been transferred into the FAFSA.**
- My parent(s) is/are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and is submitting to the school a **2011 IRS tax return transcript**—not a photocopy of the income tax return. **Verification cannot be completed until the IRS tax return transcript has been submitted to the school.**

Section D: TAX RETURN NONFILERS - Income Information

Instructions: Complete this section if the student/spouse and/or parent(s) will not file and is/are not required to file a 2011 income tax return with the IRS. *If more space is needed, attach a separate page with the student’s name, student ID number and the date at the top.*

1. Student/Spouse Income Information to Be Verified - Check the box that applies:

- The student/spouse was not employed and had no income earned from work in 2011.
- The student/spouse was employed in 2011. Please complete the information requested below and attach copies of all 2011 IRS W-2 forms issued to the student/spouse by employers. **List every employer even if they did not issue an IRS W-2 form.**

Employee’s Name	Employer’s Name	2011 Amount Earned	IRS W-2 Form Issued?

2. Parent(s) Income Information to Be Verified (dependent students only) – Check the box that applies:

- My parent(s) was/were not employed and had no income earned from work in 2011.
- My parent(s) was/were employed in 2011. Please complete the information requested below and attach copies of all 2011 IRS W-2 forms issued to the parent(s) by employers. **List every employer even if they did not issue an IRS W-2 form.**

Employee’s Name	Employer’s Name	2011 Amount Earned	IRS W-2 Form Issued?

Section E: Signatures -- Both the student **and** at least one parent (if student is a Dependent) must sign.

By signing this worksheet, I/we certify that all of the information reported to qualify for Federal student aid is complete and correct. If I receive financial aid based on false or misleading information, I will be required to return the funds.

Student Signature

Date

Parent Signature

Date