LANCASTER BIBLE COLLEGE

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. 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's Information

Student's Last Name Student's First Name Student's M.I.

Student's Social Security Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Home Phone Number (include area code)

Student's Alternate or Cell Phone Number

B. Independent 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.

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 with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*
		Self	*Lancaster Bible College*	

Student's Name: _____ **SSN:** _____

C. Independent Student's Income Information to Be Verified

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

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 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.*

Check the box that applies:

☐ I, the student have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my (and, if married, my spouse's) 2011 IRS income information into the student's 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 will use the tool to retrieve and transfer my (and, if married, my spouse's) 2011 IRS income information into my FAFSA once I have filed my 2011 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 the 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—**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. 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 an IRS tax return transcript is attached to this worksheet.*

☐ *Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the your school.*

2. **TAX RETURN NONFILERS ONLY —*Complete this section if you, 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: (non filers only)

☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2011.

☐ The student (and/or the student's spouse if married) was employed in 2011 and has listed below the names of all the 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 you (and, if married, to your spouse) 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: _____ **SSN:** _____

D. Independent Student's Other Information to Be Verified

1. Complete this section if someone in the student'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 my school, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

2. 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. I have 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 the school, 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
Marty Jones	*Chris Smith (example)*	*Terry Jones*	*$6,000.00*

3. Additional Income/Financial Information. Both tax filers and non-tax filers must complete this section. Be sure to enter zeroes if no funds were received. Failure to complete this section will delay the processing of your financial aid.

Student/ Spouse	**Calendar Year 2011**
$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earning) including, but not limited to, amounts reported on W-2 Form Box 12a-12d, codes D, E, F, G, H, Q, and S. Include untaxed portions of 401(k) and 403(b) plans.
$	Child support received for all children. Don't include foster care/adoption payments.
$	Housing, food, and other living allowances paid to members of the clergy, military, and others (including cash payments and cash value of benefits).
$	Veterans' non-education benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.
$	Any other untaxed income or benefits, not reported elsewhere, such as workers' compensation, disability, etc. **Don't include** untaxed Social Security benefits, Supplemental Security Income, student aid, combat pay, WIA educational benefits, foreign income exclusion, or benefits from flexible spending arrangements, e.g., cafeteria plans.
$	Cash or any other money paid on your behalf (bills), not reported elsewhere on this form.
$	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Don't enter untaxed combat pay reported on the W-2 (Box 23, Code Q)
$	Education Credits (American Opportunity, Hope and Lifetime Learning tax credits) from IRS Form 1040 – line 49 or 1040A – line 31
$	Taxable earnings from need-based employment programs, such as Federal Work Study and need-based employment portions of Fellowships and assistantships.
$	Grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.

E. Certification and Signatures –I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

_____ _____
Student's Signature Date

_____ _____
Spouse's Signature Date

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