



2011 - 2012 Verification Worksheet
 Dependent _____ Independent _____

Your FAFSA was selected for review in a process called "Verification".

In this process, Aultman College of Nursing and Health Sciences will be comparing information from your FAFSA with signed copies of the 2010 Federal tax forms, W-2 forms, and other financial documents used to complete your FAFSA. Federal law states we must ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, your financial aid administrator may make corrections electronically. *We are required to review the requested information, under the financial aid program rules (34 CFR, Part 668).*

What you should do:

- Collect financial documents including tax forms and W2's (see page 2 for details).
- Complete and sign this worksheet.
- Submit all requested documents to the Office of Financial Aid.
- If you did not keep a copy of your taxes, you may obtain a transcript by calling the IRS at 1.800.829.1040 and following the prompts in the recorded message, or by going to www.irs.gov and completing and mailing Form 4506T, "Request for Transcript of Tax Return."

Complete this verification worksheet and submit it, along with the required documents, to our office as soon as possible so that your financial aid won't be delayed.

A. Student Information			
Last name	First name	MI	Social Security Number (<i>please do not leave blank</i>)
Address (include Apt. #, if appropriate)			Email Address
			Date of birth
City	State	Zip	Daytime Phone number (include area code)

B. Family Information

Write the names of all household members as described below. Include the name of the college for any household member, *excluding your parent(s)*, who will be attending college at least half-time (6 credits or more) between 7/1/11 and 6/30/12, and will be enrolled in a degree, diploma, or certificate program. **Be sure to include yourself.** If you need more space, attach a separate page.

Dependent students: List the people in your parents' household as of the date you submitted your FAFSA. Include *yourself* and *your parent(s) (including stepparent)* even if you don't live with your parents; *your parents' other dependent children*, even if they don't live with your parent(s), *if* your parents provide *more than half of their support from 7/1/11 through 6/30/12*, or the children would be required to provide parental information when applying for Federal student aid (FAFSA); and *other people if they now live with your parents*, and your parents provide *more than half of their support and will continue to provide more than half of their support from 7/1/11 through 6/30/12*.

Independent students: List the people in your household. Include *yourself*, and *your spouse* if you have children; *your children*, if you will provide *more than half of their support from 7/1/11 through 6/30/12*; and *any 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 from 7/1/11 through 6/30/12*.

Full name	Age	Relationship	College
		Student	Aultman College of Nursing and Health Sciences/Canton, OH

C. Tax Forms and Income Information

Please check the appropriate box for each family member that is represented on the 2011-2012 FAFSA:

	Filed a 2010 Federal Tax Return	Did not file, and was not required by law to file, a 2010 Federal Tax Return. Please complete the IRS Non-Filer's Statement (attached)	Did not earn income in 2010. Please complete the IRS Non-Filer's Statement (attached)
You (student)			
Your spouse (if applicable)			
Your father/stepfather (dependent students only)			
Your mother/stepmother (dependent students only)			

Additional information:

Tax Filers:

- Submit a **signed** copy of all 2010 Federal Tax Returns (e.g., 1040, 1040A, 1040EZ) and/or Schedules C/C-EZ/D (if filed)
 - If you did not keep a copy of your taxes, you may obtain a transcript by calling the IRS at 1.800.829.1040 and following the prompts in the recorded message, or by going to www.irs.gov and completing and mailing Form 4506T, "Request for Transcript of Tax Return."
- Submit **all** W-2 forms received for 2010
 - If you did not keep copies of your W-2 forms from 2010 please contact the appropriate places of employment.

Non-Tax Filers:

- If income was earned, submit all W-2 forms received for 2010.
 - If you did not keep copies of your W-2 forms from 2010 please contact the appropriate places of employment.
- Complete the attached IRS Non-Filer's Statement.

Both tax filers and non-tax filers must fill out the chart below. Failure to complete this table will delay the processing of your financial aid. Enter zeroes (0) where appropriate. Do not leave blank.

Student (and spouse)	Calendar Year 2010	Parent(s) (stepparents)
Do not leave blank.	Untaxed Income	Do not leave blank.
\$	Payments to tax deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 form(s) in boxes 12a through 12d, codes D, E, F, G, H, and S.	\$
\$	IRS deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS for 1040 – line 28 + line 32 or 1040A – line 17	\$
\$	Child support received for all children. Don't include foster care or adoption payments. Please provide supporting documentation of support received or non-payment.	\$
\$	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040 – lines 15a minus 15b or 1040A – lines 11a minus 11b <u>or</u> untaxed portions of pensions from IRS Form 1040 lines 16a minus 16b or 1040A – lines 12a minus 12b. EXCLUDE ROLLOVERS. If negative, enter 0 here.	
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don't include the value of on-base 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) and/or VA Educational Work-Study Allowances.	\$
\$	Other untaxed income not reported elsewhere on Worksheets A and B, such as workers' compensation, disability, etc. Also include First-time Homebuyer Tax Credit, IRS Form 1040-line 67, Making Work Pay Credit, IRS Form 1040A, line 40, IRS Form 1040, line 63.	\$
\$	Money received or paid on your behalf (eg. Bills) not reported elsewhere on this form.	N/A
Additional Financial Information		
\$	Education Credits (Hope and Lifetime Learning Tax credits from IRS Form 1040 – line 49 or 1040A – line 31)	
\$	Child support paid because of divorce or separation or as a result of a legal requirement. Don't include child support for children in your (or your parents') household, as reported on the FAFSA. Please provide supporting documentation of payments.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Taxable student grant and scholarship aid <i>reported to the IRS in your (or your parents') adjusted gross income (AGI)</i> . Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$
\$	Earnings from work under a cooperative education program offered by a college.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do NOT enter untaxed combat pay reported on the W-2 (box 12, Code Q).	\$

D. Signature

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. If dependent, at least one parent must sign. Additionally we understand the financial aid office is required by Federal Regulations to make any necessary changes if errors are found. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined up to \$20,000, be sentenced to jail, or both.

Student signature

Date

Parent Signature (dependent student only)

Date

This form is to be completed if you do *not* file a tax return

IRS Non-Filer's Statement

For: _____
(Name and Social Security number of non-filer)

If you are not required to file a U.S. income tax return in 2010, please complete, sign, and return this form to Aultman Financial Aid.

You are required to submit all W2 forms received for 2010. If you did not keep a copy of your W2 forms for 2010 please contact the appropriate places of employment.

List everyone who employed you in 2010, add income from other sources, and note the amount you received from each. If you did not work or receive any benefits in 2010, please put a "0" in the Total.

Employers and other sources of income Amount

_____ \$ _____

_____ \$ _____

_____ \$ _____

\$ _____ Total

I certify that all information above, which I am reporting to qualify for federal aid, is complete and correct and that I am not required to file a tax return according to IRS filing requirements.

Student Name (please print) _____

Student Social Security Number / I.D.# _____

Signature _____ Date _____

Return this form and accompanying signed tax return(s) and W2 form(s) to:

Aultman College
Financial Aid Office
2600 Sixth St. SW
Canton, Ohio 44710