2013–2014 Verification Worksheet – Independent Student

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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student's Information

Student's Last Name	First Name M.I.	Student's Identification (ID) 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 Nu	ımber (include area code)	Student's Alternate or Cell Phone Number	

B. Independent Student's Family Information

List below the people in the <u>student's household</u>. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2013, through June 30, 2014, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2014.

For any household member who will be enrolled <u>at least half time</u> in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2013, and June 30, 2014, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at
				Least Half Time
				(Yes or No)
		Self	University of the Southwest	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student's Name:		's Name:SSN:
C.	Inde	ependent Student's Income Information
	to veri	TAX RETURN FILERS nections: Complete this section if the student and spouse filed or will file a 2012 IRS income tax return(s). The best way ify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In cases, no further documentation is needed to verify 2012 IRS income tax return information that was transferred into ident's FAFSA using the IRS DRT if that information was not changed.
	after the income 2012 p	st cases, for electronic filers, 2012 IRS income tax return information for the IRS DRT is available within 2–3 weeks the 2012 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS are tax returns, the 2012 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is display about using the IRS DRT.
	Check	s the box that applies:
		The student <u>has used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2012 IRS income tax return information into the student's FAFSA.
		The student <u>has not yet used</u> the IRS DRT in <i>FAFSA on the Web</i> , but will use the tool to transfer 2012 IRS income tax return information into the student's FAFSA once the 2012 IRS income tax return has been filed.
		To transfer 2012 IRS income tax return information into your FAFSA, return to the FAFSA website www.fafsa.gov . Select to make a correction and login using your name, date of birth, and SS#. You will then provide your FAFSA PIN and create a password. Select the tab along the top for "Student Financial Information". Under the IRS Data Retrieval section, enter your FAFSA PIN and select to link to the IRS. Enter the address and tax filing status exactly-as-it appears on your tax form. Click "submit". Review the tax information, but do not change the data. Select "Transfer My Tax Information" and click "Transfer Now". Return to the FAFSA and be sure to submit your FAFSA again.
		The student is <u>unable or chooses not to use</u> the IRS DRT in <i>FAFSA on the Web</i> , and instead will provide the school a 2012 IRS Tax Return Transcript(s). (signature not required)
		To obtain a 2012 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." Use the Social Security Number and date of birth of the first person listed on the 2012 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2012 IRS income tax return). In most cases, for electronic filers, a 2012 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2012 IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the 2012 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2012 paper IRS income tax return has been received by the IRS.
		If the student and spouse filed separate 2012 IRS income tax returns, 2012 IRS Tax Return Transcripts must be provided for both.
		Check here if a 2012 IRS Tax Return Transcript(s) is provided.
		Check here if a 2012 IRS Tax Return Transcript(s) will be provided later.

udent's Name:		SSN:	
2. TAX RETURN NONFILE	ERS		
Check the box that applies:			
The student and s	spouse were not employed and ha	d no income earned from wo	rk in 2012.
the amount earne copies of all 2012 employer even if	or spouse were employed in 2012 d from each employer in 2012, at 2 IRS W-2 forms issued to the stu the employer did not issue an IR e a separate page with the student's r	nd whether an IRS W-2 form ident and spouse by their emp S W-2 form.	is provided. [Provide
	nployer's Name	2012 Amount	IRS W-2 Provided?
Suzy's Auto Body Shop (ex	ample)	Earned \$2,000.00	Yes
name in some states. For assista The student's household includ The student. The student's spouse. The student's or spouse's a	children if the student or spouse will	a state, please call 1-800-4FED-provide more than half of their s	AID (1-800-433-3243).
 Other people if they now I support and will continue Note: If we have reason to belie 	14, even if the children do not live we give with the student and the student of the provide more than half of their suppose that the information regarding the that issued the SNAP benefits in 20	or student's spouse provides more port through June 30, 2014. e receipt of SNAP benefits is inac	
	on if the student or student's		t in 2012.
The student or spouse, who is a persons who paid the child supp	member of the student's household, port, the names of the persons to who paid, and the total annual amount of	paid child support in 2012. List on the child support was paid, the	below the names of the e names of the children
If more space is needed, provid	e a separate page that includes the str	udent's name and ID number at t	he top.
Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Who Support Was Paid	M Amount of Chi Support Paid i 2012
	i l		i

Student's Name:SSN:

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date.	false or misleading information you may be fined, be sentenced to jail, or both.	
Print Student's Name	Student's ID Number	
Student's Signature	Date	
Spouse's Signature (Optional)	Date	

Do not mail this worksheet to the U. S. Department of Education Submit this worksheet to:

University of the Southwest Office of Financial Aid 6610 N Lovington Highway Hobbs, NM 88240

Fax: 575-392-6006 Email: <u>financialaid@usw.edu</u>

Please retain a copy of all documentation submitted for your records.