



2012-2013 Verification Worksheet

Federal Student Aid Programs

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your and your parent(s)' 2011 Federal tax transcripts, W-2 forms and other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

Failure to return the requested information within 30 DAYS will result in the CANCELLATION OF AWARDS and application inactivation.

What you should do

1. Collect your and your parent(s)' financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet—you and at least one parent.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

A. Student Information

_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number
_____	_____	_____	_____
RU ID Number	Date of Birth	Phone Number	

B. Family Information

List the people in your *parent(s)' household*, including:

- 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 from July 1, 2012 through 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, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2012 through June 30, 2013.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

NOTE: If the parent you listed on the FAFSA as your supporting parent has a different last name than yours please indicate here:

FULL NAME	AGE	RELATIONSHIP	COLLEGE
Student (Example)	18	Self	Radford University

C. Student's (and Spouse's) Tax Forms and Income Information (all applicants)

1. Check appropriate box(es) below. Tax returns include the 2011 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return (or your spouse's tax return), request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.
 - Check here if are attaching a signed copy of your (AND YOUR SPOUSE'S, if married) tax transcript(s) from the IRS.
 - Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return.
 - Check here if your spouse (if married) will not file and is not required to file a 2011 U.S. Income Tax Return.

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2. Funds received for child support and other untaxed income for both the student and his/her spouse (if married). (See Question 47 of the Free Application for Federal Student Aid (FAFSA). If the numbers that you enter do not match the figures for these amounts on your FAFSA, please attach documentation of the figures. If you received none of these benefits listed below, enter 0.

SOURCES OF UNTAXED INCOME	2011 AMOUNT
a. Child Support: received for all children	\$
B Untaxed Pensions	\$
c. Housing, food and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$
d. Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowance	\$
e. Other untaxed income not reported, such as workers' compensation, disability, etc.	\$
f. Money received, or paid on your behalf (e.g. bills), not reported elsewhere on the FAFSA	\$

3. If you or your spouse did not file and are not required to file a 2011 Federal income tax return, list below your and your spouse's employer(s) and any income received in 2011 (use the W-2 Form or other earnings statements if available).

SOURCES	2011 INCOME:
	\$
	\$
	\$

D. Parent(s)' Tax Forms and Income Information

1. Check only one box below. Tax returns include the 2011 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your parent(s) did not keep a copy of their tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.
- Check here if you are attaching a signed copy of your parents' tax transcript(s) from the IRS.
 - Check here if your parent(s) will not file and are not required to file a 2011 U.S. Income Tax Return.
2. Funds received for child support and other untaxed income for parents. (See Question 95 of the Free Application for Federal Student Aid (FAFSA). If the numbers that you enter do not match the figures for these amounts on your FAFSA, please attach documentation of the figures. If you received none of the benefits listed below, enter 0.

SOURCES OF UNTAXED INCOME	2011 AMOUNT
a. Child Support: received for all children	\$
B Untaxed Pensions	\$
c. Housing, food and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$
d. Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowance	\$
e. Other untaxed income not reported, such as workers' compensation, disability, etc.	\$

3. If your parent(s) did not file and are not required to file a 2011 Federal income tax return, list below your parent(s)' employer(s) and any income they received in 2011 (use the W-2 form or other earnings statement if available)

SOURCES	2011 INCOME
	\$
	\$
	\$

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date.

Student Date

Parent Date

Mail or fax this completed and signed form to:
Financial Aid Office, Radford University,
RU Box 6905
Radford, VA 24142
Fax number (540) 831-5138
Rev. 1/6/12

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