

# 2011-2012 Verification Work Sheet

## Federal Student Aid Programs

2011 Fall, 2012 Spring, and 2011 Summer Terms



As indicated on your federal student aid report, your FAFSA was selected for a review called verification. In this process, your school will be comparing information from your FAFSA with signed copies of your (and your spouse's if you are married, or your parent's if you are dependent) 2010 Federal tax forms, W-2 forms or other financial documents. The law states our office has the right to ask you for this information before awarding federal student aid. The HCTC Financial Aid Office is required to make corrections if there are differences between your FAFSA information and your financial documents.

Complete this verification worksheet and submit it, along with other financial documents (such as tax forms, W-2 statements) to the HCTC Financial Aid Office. Should you delay in submitting this form and required documents, you should expect delays in receiving financial aid benefits.

### What you are required to do!

1. Collect your (and your spouse's or parent's if necessary) **2010 1040, 1040A, or 1040EZ**.
2. **Complete** and **sign** this worksheet. **Leave no blank spaces** (incomplete worksheets will not be processed).
3. Submit this completed, **signed** worksheet, **signed** copies of 2010 federal tax forms, and other required financial documents to the HCTC Financial Aid Office.
4. The HCTC Financial Aid Office will compare the information on this worksheet to the financial documents you submit for verification. The HCTC Financial Aid Office will submit to the U.S. Department of Education any required corrections. **You should not submit any corrections after verification is completed.**

*HCTC is required to review all requested information under the financial aid program rules (34 CFR, Part 668) and submit required corrections.*

### A. Student Information

Last Name	First Name	MI	Student ID Number
Mailing Address			Social Security Number
City			Date of Birth
State		Zip Code	Phone Number (include Area Code)

### B. Family Information

Write the names of all household members in the section below. **LIST YOURSELF FIRST!** Also write in the college name for any family member, NOT including your parent, who will attend college, at least half-time from July 1, 2011 to June 30, 2012, and enrolled in a financial aid eligible academic program. If you need more space, attach a separate page.

**Independent Students:** List the people in your household. Include yourself, your spouse if you have one, and your children if you will be providing more than half their support from July 1, 2011 to June 30, 2012. Include other people **only** if they live with you and you provide more than half their support and will continue to provide half their support from July 1, 2011 to June 30, 2012.

**Dependent Students:** List the people in your parent's household. Include yourself, your parent/stepparent (even if you don't live with them), and your parent/stepparent's children who live with them. Include your parent/stepparent's children who do not live with them if your parent/stepparent will provide more than half their support from July 1, 2011 to June 30, 2012, or if the children will be required to give parental information when applying for federal student aid. List any other people who now live in your parent/stepparent's household if your parent/stepparents will provide more than half their support from July 1, 2011 to June 30, 2012.

Full Name	AGE	Relationship	College
<i>(example) John Patrick Ryan</i>	<i>24</i>	<i>Spouse</i>	<i>city college</i>
		<b>SELF</b>	<b>HCTC</b>

**YES**      **NO** In 2009 or 2010 did you or any member of your household receive SSI, Food Stamps, Free or Reduced Priced Lunch, TANF or WIC?

     **YES**      **NO** As of today, are you or any member of your household a “dislocated worker?” Dislocated worker status includes an actual layoff or layoff notice (usually with unemployment benefits), or a self-employed now unemployed due to economic conditions or natural disaster. A person who quits work voluntarily, even if unemployment benefits are received, is not considered a “dislocated worker.”

**C. Tax Forms and Income Information**

**Independent Students:** You must provide a signed copy of your 2010 Federal 1040, 1040A or 1040EZ or other income form requested to the HCTC Financial Aid Office for you and your spouse if you are currently married, even if you were not married when the tax forms were filed separately.

**Dependent Students:** You must provide a signed copy of your 2010 Federal 1040, 1040A, or 1040EZ or other income form requested to the HCTC Financial Aid Office for you and your parent/stepparent.

If a tax return was not filed, complete the information below:

Was a 2010 Tax Return Filed?		Report the income earned from working in 2010 below, refer to W-2 Forms is necessary.	
<b>Student</b>	<u>    </u> <b>YES</b> <u>    </u> <b>NO</b>	<b>Student</b>	<b>\$</b>
<b>Spouse</b>	<u>    </u> <b>YES</b> <u>    </u> <b>NO</b>	<b>Spouse</b>	<b>\$</b>
<b>Parent</b>	<u>    </u> <b>YES</b> <u>    </u> <b>NO</b>	<b>Parent</b>	<b>\$</b>

You must submit a signed copy of 2010 Federal Income Tax Returns to the HCTC Financial Aid Office if filed.

**D. Other Financial Information**

Student/ Spouse	Calendar Year 2010 Report Yearly Amounts-Do NOT Leave Spaces Blank	Parent(s)
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to amounts reported on W-2 forms in boxes 12a-12d with codes D, E, F, G, H, and S.	\$
\$	2010 Child Support received for all children. Don't include foster care or adoption payments.	\$
\$	Housing, Food, and other allowances paid to members of the military, clergy, 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 not reported, such as Worker's Compensation, disability, etc. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, SSI, Workforce Investment Act educational benefits, combat pay, payments from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money paid or received on your behalf (e.g. bills), not reported elsewhere on this form.	
\$	Child Support paid during 2010 due to divorce or separation as a result of a legal requirement. Don't include support for children in your household as reported in Part B.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work Study and need-based employment portions of fellowships and assistantships.	\$
\$	Student 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.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$

**E. Sign this Worksheet**

Each person signing this worksheet certifies that all information reported on it is complete and correct. If student is dependent, at least one parent must sign. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. Your financial aid cannot be processed until the HCTC Financial Aid Office receives the required Verification documents. HCTC must review all requested information, under the Financial Aid Program rules (34 CFR, Part 668), and submit corrections if necessary.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Dependent Students Only)

\_\_\_\_\_  
Date