Student's Name _____ GCC ID# _____

2012-2013 Verification Worksheet
Federal Student Aid Programs

DEPENDENT

Your application was selected for review in a process called "Verification" by the U.S. Department of Education. In this process, the Financial Aid Office will be comparing information from your FAFSA with an IRS 2011 Federal Tax Return Transcript, W-2 forms and other documents provided by you and your parents. Under the law, the college has the right to ask you for this information before awarding Federal aid.

Complete this verification form and submit it to the Financial Aid Office (SF110) as soon as possible, so that your financial aid won't be delayed.

If there are differences between your FAFSA information and your financial documents, the Financial Aid Office will make the corrections electronically to have your information reprocessed.

What you should do

1. If required, request a 2011 tax return transcript for you and your parents' from the IRS. Instructions for requesting the tax return transcript are included.
2. Fill in and sign the worksheet.
3. **Do not leave any section blank.** If you or your parents did not receive income from one of the sources of untaxed income, put a "0" for the amount.
4. Submit the completed worksheet, IRS tax return transcript, and any other documents listed on your "To Do List" on MyGCC to the Financial Aid Office.

If additional information is required, you will be notified via email.

The Financial Aid Office must review the requested information, under the financial aid program rules (34 CFR, Part 668).

A. Family Information

List the people in your parents' household, include:

- yourself
- your parents (if married, include both parents; if divorced or separated, only include the parent you live with; if remarried, include your stepparent) even if you don't live with them
- your parents' other children (even if they don't live with your parents) if your parents will provide more than half of their support from July 1, 2012 through June 30, 2013
- 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. Also write in the name of the college for any household member, who will be attending college 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.

First and last name of family member	Age	Relationship to Student	Will enroll in **COLLEGE** in at least 6 units in 2012-2013 year?	Name of **COLLEGE** the person will attend in 2012-2013 school year	If GCC student, list ID# **(REQUIRED)**
			☐ YES ☐ NO		
			☐ YES ☐ NO		
			☐ YES ☐ NO		
			☐ YES ☐ NO		
			☐ YES ☐ NO		
			☐ YES ☐ NO		

B. Student's Housing Information (check only ONE box)

☐ I live with my parents.

☐ I live with a friend or relative (other than my parents) and I do not pay rent.

☐ I live by myself or with roommates and I pay $ _____ per month for mortgage/rent.

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

1. Check one box only. 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 the tax return, request a copy from your tax preparer.

   ☐ I did file a 2011 Federal tax return (if an IRS Tax Returns Transcript is listed on your "To Do List" on MyGCC as a required item, attach the transcript with your 2011 W-2's)

   ☐ I did not file and am **not required** to file a 2011 Federal tax return.

2. List below any money you received from sources either in the United States or another country. **Do not list any income included on your 2011 Federal Tax Return**. Include all other sources of income (such as part-time work, babysitting, etc.). If you did not receive income from one of the sources of untaxed income, put a "0" for the amount.

SOURCES OF UNTAXED INCOME	**2011 AMOUNT** Jan. 1 through Dec. 31, 2011
Income from Work (**not reported on your tax return**)	$ _____
Money from Foreign Governments, Foreign Income, Relatives and/or Friends	$ _____
Other: _____	$ _____

D. Parents' Tax Forms and Income Information

1. Check one box only. Tax returns include the 2011 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your parents did not keep a copy of their tax return, request a copy from their tax preparer

   ☐ I/we did file a 2011 Federal tax return (if an IRS Tax Return Transcript for parents' is listed on your "To Do List" on MyGCC as a required item, attach the transcript with your parents' 2011 W-2's).

   ☐ I/we did not file and am **not required** to file a 2011 Federal tax return.

2. List below any money your parents received from sources either in the United States or another country. **Do not list any income included on their 2011 Federal Tax Return**. Include all other sources of income used to pay their living expenses. If your parents did not receive income from one of the sources of untaxed income, put a "0" for the amount.

SOURCES OF UNTAXED INCOME	**2011 AMOUNT** Jan. 1 through Dec. 31, 2011
Child Support (due to divorce or separation)	$ _____
Income from Work (**not reported on their tax return**)	$ _____
Money from Foreign Governments and/or Foreign Income	$ _____
Other (such as CAPI, disability etc.): _____	$ _____

E. Explanation

If your parents' income is low, you must explain how all family living expenses were met. If more room is needed, use the back of the form.

_____

_____

_____

F. Sign this Worksheet

CERTIFICATION: I certify that all information on this form is true, complete, and accurate. Upon request, I agree to provide proof of the information reported on this form. False statements or misrepresentation can be cause for denial, reduction, withdrawal, and/or repayment of financial aid. I give permission to the Financial Aid Office to make corrections/adjustments to data on my FAFSA based on forms and/or documents submitted.

_____ _____

Student's Signature Date Parent's Signature Date

FINANCIAL AID OFFICE

IRS Request for 2011 Transcript of Tax Return

If you or your parents filed a 2011 federal tax return with the IRS, you may be eligible to use the IRS Data Retrieval Tool, which is the best and easiest way to provide accurate tax information. With just a few simple steps you can view information from your or your parents' IRS tax return and transfer that information directly into your 2012-2013 FAFSA (www.fafsa.gov). If you transfer the data from the IRS to your FAFSA, you will not be required to provide transcripts of tax returns. Once our office receives verification that the information was retrieved from the IRS (and remains unchanged), the Transcript of Tax Returns from the IRS will be waived. This option is only available for married parents if they filed a joint tax return.

A separate Transcript of Tax Return is needed for each tax return filed

If listed on your "To Do" list on MyGCC you and your parents are required to provide a 2011 Transcript of Tax Return from the IRS to verify income information provided on your FAFSA. A transcript of tax return shows most line items from your federal tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes you, your representative or the IRS made after the return was filed. **If your parents are married but filed separate federal tax returns in 2011, we need a tax transcript for each parent.** If you and/or your parents are not eligible or choose not to use the IRS Data Retrieval Tool you have several options for providing this information.

- Order a Transcript of Tax Return online at www.IRS.gov. Click on "Order a Return or Account Transcript" and then click on "Order a Transcript". Provide the required information to request a "Return Transcript" for "2011". Online requests cannot be processed if you need the transcript mailed to an address other than the one the IRS has on file for you.

OR

- Fill out the Short Form Request for Individual Tax Return Transcripts (Form 4506T-EZ). Go to the IRS website at http://www.irs.gov/pub/irs-pdf/f4506tez.pdf and complete the form. For question #6 enter "2011". Be sure the taxpayer signs the bottom of the page where it says "Sign Here". The form must be printed and mailed to the appropriate IRS address found under "**If you filed an individual return and lived in**" on page 2 of the 4506T-EZ or it can be faxed to **(559) 456-5876**. You can expect your transcript to be sent within 5 to 10 days from the time the IRS receives your signed request.

OR

- If you need information from other IRS forms, such as Form W-2 or Form 1099, you can use the Request for Transcript of Tax Return (Form 4506-T). Go to the IRS website at http://www.irs.gov/pub/irs-pdf/f4506t.pdf and complete the form. For question #9 you should enter "2011". Be sure the taxpayer signs the bottom of the page where it says "Sign Here". The form must be printed and mailed to the appropriate IRS address found under "**Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1010)**" on page 2 of the 4506-T or it can be faxed to **(559) 456-5876**. You can expect your transcript to be sent within 5 to 10 days from the time the IRS receives your signed request.

OR

- Call the IRS at **(800) 908-9946** and order a Transcript of Tax Return for 2011.