Student's Name	GCC ID#



# **2012-2013 Verification Worksheet** Federal Student Aid Programs

## **INDEPENDENT**

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. 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

- If required, request a 2011 tax return transcript for you and your spouse (if married) from the IRS. Instructions for requesting the tax return transcript are included.
- 2. Fill in and sign the worksheet.
- Do not leave any section blank. If you (or your spouse) 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	<u>your nousenoia,</u> include:
عام میں ممال	

- vourself
- your spouse (if married)
- your children, if you will provide more than half of their support from July 1, 2012 through June 30, 2013
- 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 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 <u>COLLEGE</u> in at least 6 units in 2012-2013 year?		Name of <u>COLLEGE</u> the person will attend in 2012-2013 school year	If GCC student, list ID# (REQUIRED)
			☐ YES	□ NO		
			☐ YES	□ №		
			YES	□ NO		
			☐ YES	□ NO		
			☐ YES	□ NO		
			☐ YES	□ NO		

Student's Housing Information (check only ONE box)				
	m married and live with my spouse and we pay \$ve with my parents.	per month for mortgage/rent.		
_	I live with a friend or relative (other than my parents) and I do not pay rent.			
∐ I liv	ve by myself or with roommates/my children and I pay \$	per month as my share of the rent.		

C. St	dudent's Tax Forms and Income Information (all application)	nts)			
	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.				
_	I did file a 2011 Federal tax return (if an IRS Tax Return Transcript is required item, attach the transcript with your 2011 W-2's).  I did not file and am <b>not required</b> to file a 2011 Federal tax return.	listed on your "To Do List" on MyGCC as a			
inc	st below any money you received from sources either in the United State cluded on your 2011 Federal Tax Return. Include all other sources c.). If you did not receive income from one of the sources of untaxed income the sources of unitaxed income the sources	of income (such as part-time work, babysitting,			
00110	OFO OF LINEAVED INCOME	2011 AMOUNT			
	CES OF UNTAXED INCOME	Jan. 1 through Dec. 31, 2011			
	Support (due to divorce or separation)	\$			
	e from Work ( <u>not reported on your tax return</u> )	\$			
-	from Foreign Governments, Foreign Income, Relatives and/or Friends				
Other (	(such as CAPI, disability etc.):				
D. Sp	oouse's Tax Forms and Income Information				
1. Ch	neck one box only. Tax returns include the 2011 IRS Form 1040, 1040 reign income tax return.	0A, 1040EZ, a tax return from Puerto Rico or a			
_	My spouse did file a 2011 Federal tax return (if an IRS Tax Return Tra a required item, attach the transcript with your spouse's 2011 W-2's). My spouse did not file and is <b>not required</b> to file a 2011 Federal tax re				
inc	t below any money your spouse received from sources either in the Urcome included on their 2011 Federal Tax Return. Include all oth penses. If your spouse did not receive income from one of the sources	ner sources of income used to pay their living			
SOUR	CES OF UNTAXED INCOME - not listed in Section C above	<b>2011 AMOUNT</b> Jan. 1 through Dec. 31, 2011			
Child S	Support (due to divorce or separation)	\$			
Income	e from Work (not reported on their tax return)	\$			
Money	from Foreign Governments, Foreign Income, Relatives and/or Friends	\$			
Other (	(such as CAPI, disability, etc.):				
E. Ex	planation				
	income is low, you must explain how all family living expenses were m	et. If more room is needed, use the back of the			
F. Sig	gn this Worksheet				
CERTIF information	FICATION: I certify that all information on this form is true, complete, and accition reported on this form. False statements or misrepresentation can be caus cial aid. I give permission to the Financial Aid Office to make corrections/adjustents submitted.	e for denial, reduction, withdrawal, and/or repayment			
Stude	ent's Signature	Date f:\FAO Forms\2012-2013\VW - Independent.docx [4/2012]			

## FINANCIAL AID OFFICE IRS Request for 2011 Transcript of Tax Return

If you 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 IRS tax return and transfer that information directly into your 2012-2013 <u>FAFSA</u> (www.fafsa.gov). If you transfer the data from the IRS to your FAFSA, you will not be required to provide a transcript of tax return. Once our office receives verification that the information was retrieved from the IRS (and remains unchanged), the Transcript of Tax Return from the IRS will be waived. For married students, this option is available only if you and your spouse 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 spouse (if married) 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 you are married but filed separate federal tax returns in 2011, we need a separate tax transcript for you and your spouse. If you and/or your spouse (if married) 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 <a href="www.IRS.gov">www.IRS.gov</a>. Click on "Order a Return or Account <a href="Transcript">Transcript</a>" 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.