



## 2011-2012 Verification Worksheet

## Dependent Student

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)' 2010 Federal tax forms, or with W-2 forms or 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.

### 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
Address (include apt. no.)			Date of birth
City	State	ZIP Code	Phone number (include area code)

### 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, 2011 through June 30, 2012, 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, 2011 through June 30, 2012.

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, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship to Student	College
<i>Missy Jones</i> (example)	<i>18</i>	<i>Sister</i>	<i>Central University</i>
		Self	

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

Check one box below. Tax returns include the 2010 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, request a copy from your 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 Federal tax return and W-2 statement(s).
- Check here if a signed copy of your Federal tax return and W-2 statement(s) will be submitted to the school by \_\_\_\_\_.
- Check here if you will not file and are not required to file a 2010 Federal income tax return. Submit W-2(s) and list any earnings from work below. If you need more space, attach a separate page.

Source	2010 Amount	Source	2010 Amount
1.	1a.	2.	2a.

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

**Dependent**

Check one box below. Tax returns include the 2010 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 their 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' Federal tax return(s) and W-2 statements.
- Check here if a signed copy of your parents' Federal tax return and W-2 statement(s) will be submitted to the school by \_\_\_\_\_.
- Check here if your parents(s) will not file and are not required to file a 2010 Federal income tax return. Submit W-2(s) and list any earnings from work below. If you need more space, attach a separate page.

Source	2010 Amount	Source	2010 Amount
1.	1a.	2.	2a.

## E. Student's and Parent(s)' Additional Financial and Untaxed Income Information

Provide the following income amounts for the 2010 calendar year. **DO NOT LEAVE ANY LINE BLANK.**

Parents'	Untaxed or Other Income: Provide an answer for each line – use zero if necessary.	Student's
	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 the adjusted gross income. Include 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 the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	
	Child support <b>paid</b> because of divorce or separation or as a result of a legal requirement. Don't include support for children in your parents' household, as reported on the front of this form.	
	Child support <b>received</b> for all children. Don't include foster care or adoption payments.	
	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and S.	
	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	
	Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	
	Other untaxed income not reported, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040 line 67 and the making work pay tax credit from IRS Form 1040 line 63, 1040a line 40, 1040ez line 8. <b>Don't include</b> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	
	Earnings from work under a cooperative education program offered by a college.	
XXXXXXXXXX	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	

## F. Signatures and Certification

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

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

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Parent Date

Please return this form and all required items to:

**Office of Financial Aid and Scholarships**  
**SUNY ESF**  
**1 Forestry Drive**  
**Syracuse, NY 13210**  
**Fax: 315-470-4734**

Thank you for providing the information needed to verify your financial aid application. In order to avoid any delays in the processing of your financial aid funds, please submit all required information as soon as possible. Don't forget to sign your tax returns (if required to file) and include copies of all W-2 statements. Additional information about the verification process and an electronic version of this form can be found online at <http://www.esf.edu/financialaid/verification.htm>. If you have any questions, please do not hesitate to contact the Office of Financial Aid at 315-470-6670 or [finaid@esf.edu](mailto:finaid@esf.edu).