



York County Community College
 Financial Aid Office
 112 College Drive
 Wells, ME 04090
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2013-2014 INDEPENDENT Verification Worksheet V- Federal Student Aid Programs

Your Federal application for financial aid (FAFSA) was selected by the U.S. Dept. of Education for a review process called “verification.” In this process, the Financial Aid Office will be reviewing information from your application. 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, corrections may need to be made. **We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible.**

What you should do:

1. **Identify the Verification Group in the e-mail sent to you/parent, or log into Netpartner- under “Documents”.**
2. If not provided above, on the top right corner of this page indicate which Verification Group is noted .
3. Complete **ONLY** the sections of this worksheet required for the Verification Group.
4. Contact us if you have questions about completing this worksheet.
5. Bring, or mail, the completed worksheet to the Financial Aid Office.

Section A: Student Information -- (V1, V2, V3, V4, V5)

Last Name	First Name	M.I.	Student ID Number
Address (include apt. no.)			Date of Birth
City			()
	State	Zip Code	Preferred Phone Number

Section B: Family Information -- (V1, V2, V3, V4, V5)

Item 1: List the people in your household, include:

- Yourself; and
- Your spouse, if you are married; and
- Your children or a spouse’s children, if you or a spouse will provide more than half of their support from July 1, 2013 through June 30, 2014, or the child would be required to provide your information when applying for Federal Student Aid for 2013-2014. Include children who meet either of these standards, even if they do not live with you; and
- Other people if they now live with you and you or a spouse provide more than half of their support and will continue to provide more than half of their support from July 1, 2013 through June 30, 2014.

Item 2: For any household member who will be enrolled **at least half time** in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time between July 1, 2013, and June 30, 2014, include the name of the college. *If more space is needed, attach a separate page with your name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be enrolled at least Half Time (Yes or No)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		Self	YCCC	

Student's Name: _____

Student ID Number: _____

Section C: Student's Income -- (V1, V5)

TAX RETURN FILERS COMPLETE ITEM 1.

NON-FILERS COMPLETE ITEM 2.

Item 1: TAX RETURN FILERS – Important Notes: The instructions below apply to you and a spouse, if you are married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2012 or had a change in marital status after the end of the 2012 tax year on December 31, 2012. If you (or your spouse, if married) filed, or will file, an **amended** 2012 IRS tax return, you must contact the financial aid office before completing this section.

Instructions: Complete this section if you (and your spouse, if married) filed or will file a 2012 income tax return with the IRS. **The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web.** If you have not already used the tool, go to www.FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into your FAFSA. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eleven weeks for paper IRS tax return filers. If you need more information about when, or how, to use the IRS Data Retrieval Tool contact the financial aid office.

Check the box that applies:

- I have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2012 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *YCCC will use the IRS information that was transferred in the verification process.*

OR

- I have not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2012 IRS income information into my FAFSA once I have filed a 2012 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. YCCC cannot complete the verification process until the IRS information has been transferred into the FAFSA.*

OR

- I am unable or choose not to use the IRS Data Retrieval Tool in *FAFSA on the Web*. **I have attached my (and my spouse's, if married) 2012 IRS tax return transcript** – not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" (NOT the "IRS Tax Account Transcript.") You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2012 IRS tax return was filed). It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eleven weeks for paper IRS tax return filers.*

Item 2: NON-TAX FILERS ONLY – Complete this section **only** if you (and/or your spouse, if married) will not file and are not required to file a 2012 income tax return with the IRS.

Check the box that applies:

- I (and/or my spouse, if married) was not employed and had no income earned from work in 2012.

OR

- I (and/or my spouse, if married) was employed in 2012 and did not and was not required to file a 2012 Federal Tax Return. I have listed below the names of all of my employers and the amount earned from each employer in 2012. You must submit a copy of your W-2 for each employer. *If more space is needed, attach a separate page with your name and Student ID Number at the top.*

Employer's Name	2012 Amount Earned	IRS W-2 Provided?

If your spouse did not file and was not required to file a 2012 U.S. income tax return with the IRS, please have the statement below signed.

I, _____, will not file and am not required to file a 2012 U.S. Income Tax Return.
Spouse's Name

Student's Name: _____

Student ID Number: _____

Spouse Signature

Date

Section D: Student's Other Information – SNAP Benefits Received (V1, V2, V4, V5)

1. Complete this section if someone in your household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).
- One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.

Section E: Student's Other Information – Child Support Paid (V1, V3, V4, V5)

1. Complete this section if you (or your spouse, if married) paid child support in 2012.
- Either I or my spouse (who is listed in Section B of this worksheet) paid child support in 2012. If checked, please complete the table below. Do **not** include child support paid for children listed in Section B: Family Information. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page with your name and Student ID Number at the top.*

Name of Person Who Paid Child Support	Payer Signature	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2012
<i>Marty Jones (example)</i>		<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6000.00</i>

Section F: Certification and Signature – (V1, V2, V3, V4, V5)

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet.

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

Student Signature

Date

Return by mail to:

YCCC, Financial Aid Office, 112 College Dr., Wells, ME 04090. Phone: (207) 216-4411