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## 2014-2015 Verification Worksheet

### Step 1 – Student Information

<i>Last Name</i>	<i>First Name</i>	<i>Student ID Number or SSN</i>	<i>Date of Birth</i>
<i>Permanent Address</i>		<i>City/State/Zip</i>	
<i>Permanent Phone Number (include area code)</i>		<i>Cell Phone Number (include area code)</i>	<i>Email Address</i>

### Step 2 – Family Information

If you are a **dependent student**, include:

- You, the student
- Your parent(s) (including step-parents)
- Your parent(s) other dependent children if your parent(s) will provide more than half of their support from July 1, 2014 through June 30, 2015, even if they do not claim them on their federal income tax return
- Other people only if they now live in your parent(s)' household and your parent(s) will provide more than half of their support from July 1, 2014 through June 30, 2015

If you are an **independent student**, include:

- You, the student
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2014 through June 30, 2015, even if you do not claim them on your federal income tax return
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2014 through June 30, 2015

Full Name	Age	Relationship	Name of College/University (If at least half-time 2014-2015)
		<i>Self</i>	<i>University of Saint Francis</i>

*Please attach an additional page if necessary.*

### Step 3 – Food Stamp Benefits

Did you receive Food Stamps (SNAP) in 2012 or 2013?

\_\_\_\_\_ **Yes.** Attach a statement from SNAP showing that you received the benefit during the 2012 or 2013 calendar year.  
 \_\_\_\_\_ **NO.**

### Step 4 – Student/Spouse (if married) Tax Return Transcript & Income Information

Are you or will you be required to file a 2013 Federal Income Tax Return?

*Note: If you and your spouse used the IRS Data Retrieval process when completing your FAFSA and did not make any changes to that information, a 2013 tax return transcript is not necessary.*

\_\_\_\_ **Yes.** If you were notified by the Office of Financial Aid that you need to submit your 2013 Federal Tax Return Transcript, please log in to your FAFSA and use the IRS Data Retrieval Tool. If you cannot use the IRS DRT, you will need to submit a 2013 Federal Tax Return Transcript, which can be obtained by visiting [www.irs.gov](http://www.irs.gov). NOTE: We cannot accept a copy of your 1040, 1040A or 1040EZ. (If you are unsure if a tax return transcript is needed, review “Documents” on the “Finances” tab in your Cougar Connection account.)

\_\_\_\_ **No.** Complete the table below and submit copies of ALL 2013 W-2 forms and continue to STEP 5. (If you did not keep a copy of your W-2 form(s) contact the IRS at 800-908-9946 for a “W-2 Wage Summary”.)

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2013
<b>TOTAL</b>	

### Step 5 – Parent Tax Return Transcript(s) & Income Information (Dependent Student Only)

Are you or will you be required to file a 2013 Federal Income Tax Return?

*Note: If you used the IRS Data Retrieval process when completing your students FAFSA and did not make any changes to that information, a 2013 tax return transcript is not necessary.*

\_\_\_\_ **Yes.** If you were notified by the Office of Financial Aid that you need to submit your 2013 Federal Tax Return Transcript, please log in to your FAFSA and use the IRS Data Retrieval Tool. If you cannot use the IRS DRT, you will need to submit a 2013 Federal Tax Return Transcript, which can be obtained by visiting [www.irs.gov](http://www.irs.gov). NOTE: We cannot accept a copy of your 1040, 1040A or 1040EZ.

\_\_\_\_ **No.** Complete the table below and submit copies of ALL 2013 W-2 forms and continue to STEP 5. (If you did not keep a copy of your W-2 form(s) contact the IRS at 800-908-9946 for a “W-2 Wage Summary”.)

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2013
<b>TOTAL</b>	

### Step 6 – Child Support Paid

Did you pay child support because of divorce or separation or as a result of a legal requirement during the calendar year 2013? (Do not include support for children included in household size in STEP 2.)

\_\_\_\_ **Yes.** Please complete the table below.

\_\_\_\_ **No.**

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2013
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

### Step 7 – Certification: By signing this worksheet, I certify all the information reported is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if student is a dependent)

\_\_\_\_\_  
Date