

2011-2012 Independent Student Verification Worksheets

The U.S. Department of Education and/or Paul Smith's College selected your file for "Verification". The Financial Aid office is required to compare the information from your application (FAFSA) with the information on this form and signed copies of your and your spouse's 2010 Federal income tax returns and financial documents. The law says we have the right to ask for this information. If there are differences between your application and your financial documents, we will send corrections electronically to the U.S. Department of Education. If corrections are made, you will then receive an updated Student Aid Report (SAR) from the Central Processor (CPS). This may result in an adjustment to your estimated financial aid award. Financial Aid payments will not be made to your Student Account until all verification requirements have been met and the necessary corrections have been made.

What you should do:

1. Complete and sign this Federal Verification Worksheet and return to the address below. **An incomplete form will be returned to you, which will delay your financial aid.**
2. Send in a copy of your signed Federal Tax returns for both you and your spouse (if applicable) to the address below.
3. If you have any questions please call our office at 518-327-6220 or email us.

A. STUDENT INFORMATION

Name: _____ Social Security Number: _____

Address: _____ Date of Birth: _____

City, State, ZIP Code: _____

Phone number: _____ Email: _____

B. FAMILY INFORMATION

List the names, ages and relationship to you of all the people in your household. Also write in the name of the college for any household member, who will be enrolled at least half-time, in an undergraduate degree or certificate program, between July 1, 2011 and June 30, 2012.

Household includes:

- **Yourself – the student**
- **Your spouse (if applicable)**
- Your children, only IF you will provide more than half of their support from July 1, 2011 through June 30, 2012
- Other people if they now live with you and you currently 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.

FULL NAME	AGE	RELATIONSHIP	COLLEGE- must be attending at least ½ time
		Self	Paul Smith's College

C. CHILD SUPPORT PAID

Report child support you or your spouse paid because of divorce or separation. Do not include support for children listed above.

Child Name: _____ Total paid in 2010 \$ _____

Tax filers must submit completed copies of the 2010 Federal Tax Returns. All Tax Returns must be signed. Unsigned Tax Returns will be returned for a signature. If you did not keep a copy of the tax return you can request a copy at the IRS. Call 1-800-829-1040 and select Personal Account Information.

D. 2010 STUDENT FEDERAL TAX FORM INFORMATION

Check and complete the statement below that applies to you.

- _____ Check here if a signed Tax Return (1040, 1040A or 1040EZ) is enclosed or has already been submitted.
 _____ Check here if you have not yet filed. Your Signed Tax Return will be sent to Paul Smith's by _____ (date).
 _____ Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return. Complete section F below.

E. 2010 SPOUSE FEDERAL TAX FORM INFORMATION

Check and complete the statement below that applies to you.

- _____ Check here if a signed Tax Return (1040, 1040A or 1040EZ) is enclosed or has already been submitted.
 _____ Check here if you have not yet filed. Your Signed Tax Return will be sent to Paul Smith's by _____ (date).
 _____ Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return. Complete section F below.

F. 2010 STUDENT/SPOUSE NON-TAX FILER STATEMENT**Note: Complete this section ONLY if you or your spouse are not required to complete a 2010 Federal tax return.**

If you or your spouse did not file and are not required to file 2010 Federal income tax returns, list below you and your spouse's employer(s) and any income received during 2010 (enclose your 2010 W-2 forms or other earnings statements, i.e.; 1099-MISC for all employers listed).

If you or your spouse did not work at all during 2010 enter N/A in the employer column and zero on the 2010 earnings column.

Student's 2010 Employer(s) Name	Student's 2010 Earnings	Spouse's 2010 Employer(s) Name	Spouse's 2010 Earning

G. 2010 UNTAXED INCOME INFORMATION**Student and Spouse please list all untaxed income received in 2010.**

DO NOT LEAVE ANY ITEM BLANK ENTER N/A OR ZERO IF NOT APPLICABLE	STUDENT	SPOUSE
Payments to tax-deferred pension and savings plans paid directly or withheld from earnings, including amounts on W-2 Form in Boxes 12a-12d, codes D,E,F,G,H and S	\$	\$
Child support received for all children. (Do not include foster care or adoption payments).		
Housing, food and other living allowances paid to members of the military, clergy and others (cash payments and cash value of benefits). Do Not include the value of on-base military housing or the value of a basic military housing allowance.		
Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and /or VA Educational Work-Study Allowance		
Other untaxed income not already reported, such as worker's compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS form 1040 line 67. Do Not include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if your parents are not tax filers), benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.		
Federal Work-Study or other need-based programs including AmeriCorps		
Other (specify)		
DO NOT LEAVE THIS LINE BLANK	TOTAL	TOTAL
	\$	\$

H. SIGN THIS WORKSHEET By signing this verification form, I, (we) certify that all the information reported is complete and correct. This form must be signed by both the Student. If married, spouse's signature is optional.

Student: _____ Date: _____

Spouse: _____ Date: _____

Warning: If you purposely give false information on this form, you may be fined, be sentenced to jail or both.

Paul Smith's College
 Financial Aid Office
 86 & 30, PO Box 265

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