

## 2012-2013 Dependent 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 parent(s)' 2011 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 yourself and parent(s) 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 parents' household. Also write in the name of the college for any household member, excluding your parent(s), who will be enrolled at least half-time, in an undergraduate degree or certificate program, between July 1, 2012 and June 30, 2013.

#### Household includes:

- **Yourself – the student**
- **Your parent(s)** (including stepparent) even if you do not live with your parent (s), and
- Your parents' other children, IF (a) your parents will provide more than half of their support from July 1, 2012 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 parent(s) and your parent(s) 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, 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 your parent(s) paid because of divorce and/or separation. Do not include support for children listed above.

Child Name: \_\_\_\_\_ Total paid in 2011 \$ \_\_\_\_\_

*Tax filers must submit completed copies of the 2011 Federal Tax Returns. All Tax Returns must be signed. Unsigned Tax Returns will be returned for a signature.*

**D. TAX RETURN STATUS**

<b>Student</b>		<b>Parent (s)</b>
Check the box below that best describes the status of your 2011 federal tax return. Tax returns include the 2011 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. Order your tax transcript online at <a href="http://irs.gov">irs.gov</a> , using IRS Form 4506T-EZ or call 1-800-908-9946		
	Check here if you are attaching a copy of your tax transcript.	
	Check here if a tax transcript will be submitted to the school. Include date documents will be submitted by.	
	Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return and you are attaching a copy of your 2011 W-2s. <b>All non-tax filers (student and parents) must submit 2011 W-2(s)</b>	
	Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return and you will send 2011 W-2s separately. <b>All non-tax filers (students and parents) must submit 2011 W-2(s).</b>	

**G. 2011 UNTAXED INCOME INFORMATION**

**Student and Parent(s) please list all untaxed income received in 2011.**

<b>DO NOT LEAVE ANY ITEM BLANK ENTER N/A OR ZERO IF NOT APPLICABLE</b>	<b>STUDENT</b>	<b>PARENT</b>
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).		
If you are a recipient of Food Stamps, indicate the amount received in 2011		
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		
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.		
<b>**DO NOT LEAVE THIS LINE BLANK**</b>	<b>TOTAL</b>	
	\$	\$

**H. SIGN THIS WORKSHEET** -By signing this verification form, we certify that all the information reported is complete and correct. This form must be signed by both the Student and Parent.

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

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

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