



2012-2013 Income Verification Worksheet

Please Complete and return to:

Utica College, Student Financial Services
 1600 Burrstone Road, Utica, New York 13502
 Fax: 315-792-3368 • Email: sfs@utica.edu

Your 2012–2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to Student Financial Services. Additional information may be required. If you have questions about verification, contact Student Financial Services as soon as possible so that your financial aid will not be delayed.

A. Student Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Utica College ID Number
Student's Street Address (Permanent Address)			Student's Social Security Number
City	State	Zip Code	Student's Date of Birth
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Family Household Information- List ALL the people in your household, including their name and age. Also list the name of the college for any household member who will be attending college at least half-time between July 1, 2012 and June 30, 2013 and will be enrolled in a degree or certificate program. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

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

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the children would be required to provide parental information if they were completing a FAFSA for 2012-2013. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half their support and will continue to provide more than half their support from July 1, 2012 through June 30, 2013.

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

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the child would be required to provide your information if they were completing a FAFSA for 2012-2013. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live in your household and you provide more than half their support and will continue to provide more than half their support from July 1, 2012 through June 30, 2013.

Full Name	Age	Relationship	Name of College Attending 2012-2013
		Self	Utica College

C. Student's Income Information

Select only one of the following	Submit the following required document(s)
<input type="checkbox"/> I filed or will file a 2011 Federal Income Tax Return Important Note: Please contact Student Financial Services if you filed or will file an amended 2011 IRS tax return.	Once tax returns have been filed, update FAFSA online by selecting the IRS Data Retrieval option, if eligible, OR send us your 2011 IRS Tax Return Transcript. *
<input type="checkbox"/> I worked but am not required to file a 2011 Federal Income Tax Return. Note: Work-study is work and a W-2 was sent to your permanent address.	2011 W-2 Form(s)** or other earnings statement and <i>Student Non-Filer Statement</i> declaring that a 2011 Federal Income Tax Return will not be filed.
<input type="checkbox"/> I did not work and will not file a 2011 Federal Income Tax Return	Completed <i>Student Non-Filer Statement</i> declaring that a 2011 Federal Income Tax Return will not be filed.

D. Parent or Spouse Income Information

Select only one of the following	Submit the following required document(s)
<input type="checkbox"/> I filed or will file a 2011 Federal Income Tax Return Important Note: Please contact Student Financial Services if you filed or will file an amended 2011 IRS tax return.	Once tax returns have been filed, update FAFSA online by selecting the IRS Data Retrieval option, if eligible, OR send us your 2011 IRS Tax Return Transcript. *
<input type="checkbox"/> I worked but am not required to file a 2011 Federal Income Tax Return. Note: Work-study is work and a W-2 was sent to your permanent address.	2011 W-2 Form(s)** or other earnings statement and <i>Parent or Spouse Non-Filer Statement</i> declaring that a 2011 Federal Income Tax Return will not be filed.
<input type="checkbox"/> I did not work and will not file a 2011 Federal Income Tax Return	Completed <i>Parent or Spouse Non-Filer Statement</i> declaring that a 2011 Federal Income Tax Return will not be filed.

*We cannot accept Federal Income Tax Returns and they will be destroyed if received. You can request an IRS Transcript by (1) calling 800-908-9946, (2) ordering online at www.irs.gov, "Order a Tax Return", or (3) submitting Form 4506-T through the mail.

** If you have misplaced your W-2(s), you may request a duplicate from your employer(s).

E. Supplemental Nutrition Assistance Program Benefits (SNAP)

Did anyone in the family household information (listed in Section B) receive benefits from the SNAP program (formerly known as food stamps) any time during the 2010 or 2011 calendar years?

- Yes, one of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.
- No

F. Child Support Paid:

If you are a **dependent** student: Did one (or both) of the student's parents listed in Section B of this worksheet pay child support in 2011?

- Yes – complete table below
- No

If you are an **independent** student: Did you (or your spouse if married) listed in Section B of this worksheet pay child support in 2011?

- Yes – complete table below
- No

If asked by my school, I will provide documentation of the payment of child support. *If you need more space attach a separate page that includes the student's name and Social Security Number at the top.*

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 2011
			\$
			\$
			\$
			Total: \$

G. Certification and Signature – Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one (custodial) parent must sign and date below. **WARNING: Purposely giving false or misleading information is a violation of the federal law and will be treated as such.**

Student Signature

Date

Parent Signature (if student is dependent)/Spouse Signature (if student is married)

Date