



University of South Carolina Upstate

2011-2012 Verification Worksheet

Student's Last Name, First, M.I.

Social Security Number (last four digits only)

E-mail Address

Phone Number

WHY MUST I COMPLETE THIS WORKSHEET?

Your 2011-2012 financial aid application has been selected for a review process called "verification." Federal Law requires the applicant and his/her family to participate in the verification process, which is used to ensure the accuracy of the information reported on the student's Free Application for Federal Student Aid (FAFSA). Failure to provide all required documentation within 30 days after receiving notification may result in the student's inability to receive federal financial assistance. When all information is received, it will be reviewed for accuracy, and conflicting or inconsistent information will be corrected. Note: If you have applied for an extension for filing the 2010 Federal Tax Return, a copy of the approved extension must be submitted to extend the above 30-day rule. However, no financial aid will be disbursed until all documents requested have been submitted.

INSTRUCTIONS FOR COMPLETION

- 1. Print the student's name and last four digits of Social Security Number on the top of all supporting documents.
2. Please be certain that this and any supporting documentation include all appropriate signatures. Failure to include signatures will result in the form(s) being returned to you and will delay the award process.
3. Submit a complete and SIGNED copy of your 2010 Federal Tax Returns and your parents or spouse's 2010 federal tax returns. A complete copy includes every page of the return; all schedules, attachments, and W-2 documents.
4. If additional information is needed, we will notify you promptly.

SECTION A: STUDENT STATUS

Table with 2 columns: Yes, No and 13 rows of questions regarding student status (e.g., 'Were you born BEFORE January 1, 1988?', 'Are you currently serving on active duty in the U.S. Armed Forces...').

If you answered "YES" to ANY of the questions in Section A, you need only provide your own information. If you answered "NO" to all of the questions in Section A, you MUST provide your parents' information and tax forms as well as your own.

***** SECTION B: HOUSEHOLD INFORMATION *****

The following applies to the dates from July 1, 2011 through June 30, 2012

Dependent Students Include:

- Yourself and your parents (even if you do not live with your parents).
- Other sibling in household of which parents provide more than half support.
- Others in household of which parents provide more than half support.

Independent Students Include:

- Yourself and your spouse (if married).
- Your children if you provide more than half of their support.
- Others in household of which you provide more than half support.

Name	SSN (last 4 digits)	Relationship	Age	Name of College if Attending 2011-2012

***** SECTION C: TAX INFORMATION *****

All tax filers must submit a signed copy of their 2010 Federal Tax Returns (1040, 1040A, 1040EZ, etc), including all schedules and W-2 documents along with this form. Please check the appropriate tax form filed by each of the following:

	Student	Spouse	Parent(s)
Form 1040	_____	_____	_____
Form 1040A	_____	_____	_____
Form 1040EZ	_____	_____	_____
Did not file	_____	_____	_____

**If you did NOT file a tax return, you MUST complete at least one of the questions below AND request a 2010 statement of non-filing from the IRS by calling 1-800-829-1040. DO NOT LEAVE BLANK.*

1. If you did not file a 2010 Federal Tax Return, indicate the amount you earned from work: \$ _____
2. If your spouse did not file a 2010 Federal Tax Return, indicate the amount earned from work: \$ _____
3. If your parent(s) did not file a 2010 Federal Tax Return, indicate the amount earned from work: \$ _____

***** SECTION D: ADDITIONAL FINANCIAL INFORMATION *****

NOTE: ALL ITEMS MUST BE ANSWERED; ENTER A "0" FOR ITEMS THAT DO NOT APPLY.

Per Question # 46 on FAFSA

Per Question # 94 on FAFSA

<u>Student (and Spouse)</u>	<u>Parents</u>
\$ _____ Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040 –line 49 or 1040A – line 31.	\$ _____
\$ _____ Child support you paid because of divorce or separation as a result of a legal requirement. Don't include support for children in your (or your parents') household, as reported in question 94 (or 73 for your parents).	\$ _____
\$ _____ Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$ _____
\$ _____ Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$ _____
\$ _____ Earnings from work under a cooperative education program offered by a college.	\$ _____
\$ _____ Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Combat pay is reported on the W-2 in Box 12, Code Q.	\$ _____
\$ _____ Student (and Spouse) Total	Parent(s) Total \$ _____

Per Question # 47 on FAFSA

Per Question # 95 on FAFSA

\$ _____ Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$ _____
\$ _____ IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040-total of lines 28 and 32, or 1040A-line 17.	\$ _____
\$ _____ Child support you received for all children. Don't include foster care or adoption payments.	\$ _____
\$ _____ Tax exempt interest income from IRS Form 1040 line 8b; or 1040A-line 8b.	\$ _____
\$ _____ Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b) and pensions from 1040-lines (16a minus 16b) or 1040A lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$ _____
\$ _____ Housing, food and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$ _____
\$ _____ Veteran's noneducation benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$ _____
\$ _____ Other untaxed income or benefits not reported elsewhere, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040 - Line 67. Don't include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Workforce Investment Act educational benefits, on-base military housing or housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$ _____
\$ _____ Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. \$ <u>XXXXXXXX</u>	\$ _____
\$ _____ Student (and Spouse) Total	Parent(s) Total \$ _____

***** SECTION E: ASSET INFORMATION *****

The following information is required to complete the processing of your 2011-2012 financial aid application. **Complete each item below as of the date you completed the FAFSA. Report assets owned by you, and your parents (if dependent) or you and your spouse (if independent). Do not leave any item blank; if the question does not apply, write in "0".**

Student's Name: _____ **Phone Number:** _____

SSN (last 4 digits): _____ **E-mail:** _____

Dependent Students Only: (Required Parental Information)

Age of older parent: _____ Marital Status: _____ State of Legal residence: _____

Dependent AND Independent Students:

Please read carefully. Complete each item below. Do not include:

- the home you live in
- the farm that you live on and operate
- personal or consumer loans, or any debts not related to the assets listed below
- the value of life insurance and retirement plans (pension funds, annuities, non-educational IRAs, Keogh Plans, etc.), the value of prepaid tuition plans or student financial aid

As of the date you completed the FAFSA:	PARENT(S)	STUDENT (and spouse if applicable)
Cash, savings, and checking accounts:	\$ _____	\$ _____
Net worth of current investments:	\$ _____	\$ _____
Net worth of your current business and/or investment farms:	\$ _____	\$ _____

***** SIGNATURES *****

By signing below, where required, the student, spouse, and/or parent(s) attest to the accuracy of the information given on this form.

STUDENT: _____ **SPOUSE:** _____
 SIGNATURE DATE SIGNATURE DATE

MOTHER: _____ **FATHER:** _____
 SIGNATURE DATE SIGNATURE DATE

***** BEFORE YOU RETURN THIS FORM, YOU MUST *****

1. PROVIDE A SIGNED COPY OF ALL 2010 FEDERAL TAX RETURNS.
2. Review Sections D & E, ensure all items are answered, IF ITEMS DO NOT APPLY, ENTER "0". Please report annual amounts.
3. Submit a copy of all W-2 forms.
4. Proof read this entire worksheet for accuracy. If pertinent information is left blank, this form will be returned and may affect your student financial aid eligibility.
5. Please return this completed Verification Worksheet to the Office of Financial Aid and Scholarships. Your financial aid cannot be finalized until verification is complete.

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