2013–2014 Verification Worksheet - Independent Student

Your 2013-2014 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review in a process called verification. Before awarding you we are asking you to confirm the information you reported on your FAFSA. To ensure the information is correct 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 REVIEW THIS ENTIRE WORKSHEET AND:

1. ACCURATELY COMPLETE AND SIGN THIS WORKSHEET.

2. SUBMIT THE COMPLETED WORKSHEET, TAX TRANSCRIPTS (IF REQUESTED), AND OTHER DOCUMENTS TO: Mountain Empire Community College, Enrollment Services/Financial Aid, 3441 Mountain Empire Road, Big Stone Gap, VA 24219 276-523-7470 Fax: 276-523-8297

A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's ID	Student's SSN

B. Independent Student's Household Information

List below the people in your household. 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, 2013, through June 30, 2014, or if the child would be required to provide your information if they were completing a FAFSA for 2013–2014. Include children who meet either of these standards, even if they do not live with you.
- Other people, if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Include the name of the college for anyone listed below who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013, and June 30, 2014.

Full Name	Age	Relationship	College	Will be Enrolled at Least 1/2 Time
Marty Jones(example)	*28*	*Wife*	*Central University*	*Yes*
		Self		

C. Independent Student's (and Spouse's, if applicable) Income Information to Be Verified:

1. COMPLETE THIS SECTION IF A 2012 TAX RETURN WAS FILED: Check applicable box

☐ The Financial Aid Office did not request tax transcripts be submitted with this Verification Worksheet from me (or my spouse, if I am married). (*You would have specifically been notified to submit tax transcripts along with the request to submit this Worksheet.*)

☐ The Financial Aid Office is requesting tax information from me and I, the student (and if married, my spouse): **Select One**

_____ Have filed and attached are the 2012 IRS tax return transcripts (not photocopies of income tax returns) requested by the Financial Aid Office. (If you and your spouse filed separately in 2012 **you must include** his/her transcript for review)

_____ Will use the IRS Data Retrieval Tool at FAFSA.gov as directed in the instructions at the top of page two of this worksheet to verify income and *will submit this worksheet to the Financial Aid Office 3 days after I use the IRS Data Retrieval Tool online*.

_____ Will not/have not filed by the IRS deadline and have attached IRS Form 4868 or IRS approval of extension beyond six months, and all W-2s. If self-employed a signed statement with the AGI amount is attached.

If unable to provide tax transcripts or amended taxes have been filed, please contact MECC's Financial Aid Office.

Student's Name:_____ **ID:**_____ **SSN:**_____

Instructions for using the IRS Data Retrieval Tool on FAFSA.gov: *To use the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into your FAFSA. It takes up to two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool if you electronically filed an IRS tax return, and up to eight weeks for paper IRS tax return filers. For additional information on using the IRS Data Retrieval tool contact the Financial Aid Office.*

Note: If you (or your spouse) cannot or choose not to use the IRS Data retrieval tool at FAFSA on the Web you must submit your 2012 IRS tax return transcript(s) – NOT PHOTOCOPIES of the income tax return.

2. COMPLETE THIS SECTION IF A 2012 TAX RETURN WAS NOT FILED:

Student – Select Applicable Statement	Spouse – Select Applicable Statement
☐ I, the student, **was not** employed and had no income earned from work in 2012. ☐ I, the student **was** employed in 2012 but not required to file - *Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.*	☐ I, the spouse, **was not** employed in and had no income earned from work in 2012. ☐ I, the spouse **was** employed in 2012 but not required to file - *Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.*

Student/Spouse	Source of Income	2012 Amount Earned	W-2 Attached?
Spouse	*Suzy's Auto Body Shop (example)*	*$2,000.00*	*Yes*

D. Certification and Signature: I certify that all the information reported on this worksheet is complete and correct. Student signature is required. Spouse's signature is optional.

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

_____ _____

Student's Signature Date

_____ _____

Spouse's Signature Date

Submit this worksheet to the Financial Aid Office. Make a copy of this worksheet for your records. For questions regarding any part of this worksheet or if you have an unusual tax filing circumstance to discuss, contact MECC's Financial Aid Office at 276-523-7470.

If additional space is needed please attach another sheet with student name, SSN and EMPLID.