

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 and your parent(s) reported on your FAFSA. To verify that you provided correct information, the financial aid office at JCJC will compare your FAFSA with the information on this worksheet and with other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit it to the JCJC Financial Aid Office (FAO). JCJC may ask for additional information. If you have questions about verification, contact the JCJC FAO as soon as possible.

**A. Student Information**

Last Name	First Name	MI	Social Security Number	JCJC Student ID Number
Address (include apt. no.)			Date of Birth	
City	State	Zip Code	Phone Number (include area code)	

**B. Family Information**

List the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children, even if they don't live with your parent(s), if: (a) your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or (b) the children would be required to provide parental information when applying for Federal Student Aid.
- 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 through June 30, 2013. **\*If others are listed in the household, proof of support may be required.**

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2012, and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate sheet.

Full Name	Age	Relationship	College	Will be enrolled at least half time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Self</i>	<i>Central University</i>	<i>Yes</i>
		Self	JCJC	

**ATTENTION: Copies of 1040, 1040A, and 1040EZ will not be accepted.**

U.S. 2011 Federal Tax Transcript(s) is/are needed if you DID NOT transfer the 2011 income directly from the IRS website (without making changes) to the 2012-2013 FAFSA. There are other conditions which may require a tax transcript.

**How to use the IRS Data Retrieval:**

Go to [www.fafsa.gov](http://www.fafsa.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections" then navigate to the financial information section. Follow the instructions to determine if the student and/or parent is/are eligible to use the IRS Data Retrieval Tool to transfer the 2011 IRS income tax information into the FAFSA. It takes up to two weeks for the IRS income information to be available using the IRS Data Retrieval Tool for electronic tax filers and up to eight weeks for paper tax filers.

**How to obtain a free 2011 Income Tax Transcript (three ways):**

**\*\* Be sure to request the IRS Tax Return Transcript and NOT the IRS Account Transcript.**

1. Go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link.
2. Call the automated line at 1-800-908-9946, select option 2.
3. Call the IRS at 1-800-829-1040.

Allow adequate time from the date of filing your tax return to request a tax return transcript. It takes up to two weeks for IRS income information to be available for electronic tax return filers and up to eight weeks for paper tax return filers.

**Conditions which may require an IRS Income Tax Transcript:**

U.S. 2011 Federal Income Tax Transcript(s) must be submitted to JCJC if at least one of the following conditions applies:

1. When the student or parent did not use the IRS Data Retrieval Process at initial FAFSA filing or corrections process.
2. When information included on the FAFSA using the IRS Data Retrieval Process was changed after it was retrieved.
3. When married parents of a dependent student filed separate tax returns. *Tax Transcripts must be submitted for both parents.*
4. When the student or parent had a change in marital status after the end of the tax year (December 31, 2011).
5. When the student or parent complete an amended tax return. *In addition, submit a 2011 Tax Account Transcript.*

**C: STUDENT'S 2011 TAX INFORMATION** - Check the appropriate box(es) below for the student's tax information.

2011 tax data has been transferred to the FAFSA via the IRS Data Retrieval Process.  
 ⇒ **If you did not use the IRS Data Retrieval Tool and would like to, if eligible, see front page "How to use the IRS Data Retrieval". Submit this verification worksheet when you are aware the data was retrieved successfully.**

I (the student) am not eligible or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web. I will submit my signed 2011 IRS Tax Return Transcript to JCJC. See front page "How to obtain a free 2011 Income Tax Transcript".

Attached is my signed IRS 2011 Tax Return Transcript. **(Do not submit a 1040, 1040A, or 1040EZ.)**

My signed 2011 IRS Tax Return Transcript will be submitted to JCJC later.  
 ⇒ **Financial aid will not be awarded until verification is complete.**

I did not, will not, and am not required to file a 2011 Federal Tax Return.

I was employed in 2011 and the name of my employer(s) is/are listed below: **Attach copies of ALL 2011 W-2 forms.**

Employer: \_\_\_\_\_ \$ \_\_\_\_\_ W-2 Attached: Yes or No

Employer: \_\_\_\_\_ \$ \_\_\_\_\_ W-2 Attached: Yes or No

I was not employed and had no income earned from work in 2011. My source(s) of income, if any, is/are listed below.

Source: \_\_\_\_\_ \$ \_\_\_\_\_ Source: \_\_\_\_\_ \$ \_\_\_\_\_

**D: PARENTS' 2011 TAX INFORMATION** - Check the appropriate box(es) below for parent(s)' tax information.

2011 tax data has been transferred to the FAFSA via the IRS Data Retrieval Process.  
 ⇒ **If the parent(s) filed separately or filed an amended return, see above "Conditions which may require an IRS Income Tax Transcript".**

**If you did not use the IRS Data Retrieval Tool and would like to, if eligible, see front page "How to use the IRS Data Retrieval". Submit this verification worksheet once you are aware the data was retrieved successfully.**

I/We [the parent(s)] am/are not eligible or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web. I/We will submit my/our signed 2011 IRS Tax Return Transcript(s) to JCJC. See front page "How to obtain a free 2011 Income Tax Transcript".

Attached is my/our signed IRS 2011 Tax Return Transcript. **(Do not submit a 1040, 1040A, or 1040EZ.)**

My/Our signed 2011 IRS Tax Return Transcript will be submitted to JCJC later.  
 ⇒ **Financial aid will not be awarded until verification is complete.**

\*I/We did not, will not, and am/are not required to file a 2011 Federal Tax Return.

I/We was/were employed in 2011 and the name of my/our employer(s) is/are listed below: **Attach copies of ALL 2011 W-2 forms.**

Employer: \_\_\_\_\_ \$ \_\_\_\_\_ W-2 Attached: Yes or No

Employer: \_\_\_\_\_ \$ \_\_\_\_\_ W-2 Attached: Yes or No

I/We was/were not employed and had no income earned from work in 2011. My/Our source(s) of income, if any, is/are listed below.

Source: \_\_\_\_\_ \$ \_\_\_\_\_ Source: \_\_\_\_\_ \$ \_\_\_\_\_

**\*The parent(s) with no taxable income, no earned income, or no untaxed income should submit a Low Income Verification Form (one for each parent). The 2012-2013 Low Income Verification form can be printed from the JCJC FAO website.**

**E: UNTAXED INCOME INFORMATION**

Student Yearly Amounts	<b>DO NOT LEAVE ANY SPACES BLANK. IF ZERO, WRITE IN "0".</b>	Parent(s) Yearly Amounts												
<b>2011 Untaxed Income &amp; Benefits</b>														
\$	Did anyone in your household receive Food Stamps (SNAP)? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", attach proof of eligibility for 2010 and/or 2011 tax year. A copy of the card is not valid documentation.	\$												
\$	Child support <b>received</b> for all children. Don't include foster care or adoption payments.	\$												
\$	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 forms in Boxes 12a - 12d, codes D, E, F, G, H, and S.	\$												
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$												
\$	Veterans' noneducational benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and /or VA Educational Work-study allowances.	\$												
\$	Other untaxed income not reported, such as workers' compensation, disability, etc. - <b>Don't include</b> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, WIA educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.	\$												
\$	Other / cash received or paid on your behalf (e.g., bills) not reported elsewhere on this form.	XXXXXXXXXX												
<b>2011 Income Exclusions</b>														
\$	Child support <b>paid</b> because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household. Indicate child(ren) support paid for:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Child's Name:</td> <td style="width: 30%; border-bottom: 1px solid black;">Support paid to:</td> <td style="width: 30%; border-bottom: 1px solid black;">Support paid by:</td> <td style="width: 10%; border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;">\$</td> <td style="border-bottom: 1px solid black;">Child's Name:</td> <td style="border-bottom: 1px solid black;">Support paid to:</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;">\$</td> <td style="border-bottom: 1px solid black;">Child's Name:</td> <td style="border-bottom: 1px solid black;">Support paid to:</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> </table>	Child's Name:	Support paid to:	Support paid by:	\$	\$	Child's Name:	Support paid to:	\$	\$	Child's Name:	Support paid to:	\$	\$
Child's Name:	Support paid to:	Support paid by:	\$											
\$	Child's Name:	Support paid to:	\$											
\$	Child's Name:	Support paid to:	\$											
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study.	\$												
\$	Grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$												
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$												
<b>Asset Information</b>														
<b>Complete the following amounts as of the day you completed the FAFSA.</b>														
\$	Total balance of cash, savings, and checking accounts. Do not include student financial aid.	\$												
\$	Net worth of investments. See FAFSA on the Web application for details.	\$												
\$	Net worth of current businesses and/or investment farms. Do not include a farm that you or your parents live on and operate.	\$												

**F: SIGN THIS WORKSHEET**

By signing this worksheet, I (we) certify that all the information reported is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

<b>Student:</b>	<b>Date:</b>
<b>Parent:</b>	<b>Date:</b>