MEDGAR EVERS COLLEGE
The City University of New York

CUNY The City University of New York

Office of Financial Aid

2014 - 2015 VERIFICATION WORKSHEET
Federal Student Aid Programs

□V1□V3□V4□V5□V6

What is Verification?

Your application was selected by the U.S. Department of Education for review in a process called "Verification". The Office of Financial Aid must compare information from your FAFSA with information you provide on this worksheet and other documents. If there are differences between your application information and the documents you submit, your application may need to be reprocessed. The Office of Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.

What You Should Do:

1. Obtain a **2013 Federal IRS Tax Return Transcript and W-2 forms** for yourself, your spouse (if married) or your parents/step-parent (if dependent). The U.S Department of Education no longer allows a preparer's copy of tax returns to satisfy the Verification requirement. You may order a **TAX RETURN TRANSCRIPT** from the Internal Revenue Service online at www.irs.gov or by phone at **1-800-908-9946**. Note: If you used the IRS Data Retrieval tool to transfer your IRS income data to your FAFSA, you may not have to submit the IRS Tax Return Transcript.

2. Fill in and sign this worksheet – you and at least one parent (if dependent) must sign the certification (SECTION D) on page 2 of the worksheet.

3. Review your Student Aid Report (SAR), information request letters from the Financial Aid Office and the second page of this worksheet to see if you need to submit other documentation (such as default clearance letter, citizenship documentation, proof of receipt of food stamps(SNAP), proof of child support paid, social security card, etc.)

4. Submit the completed worksheet, tax return transcripts, and any other documents to the Office of Financial Aid.

5. After a financial aid representative reviews your information**, you could be asked to submit additional documentation**. When all the information has been reviewed and any necessary corrections made, you will be notified about your financial aid awards and payments.

A. Student and Family Information

Last name _____ First name _____ M.I. _____ Social security number _____

Address (include apt. #) _____ Date of birth _____

City _____ State _____ ZIP _____ Phone number (include area code) _____

□ **Independent Students:** List the people that you (and your spouse) will support between July 1, 2014 and June 30, 2015. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2014 – June 30, 2015.

□ **Dependent Students:** List the people that your parents will support between July 1, 2014 and June 30, 2015. Include yourself, your parents, and your parents' other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents and receive, and will continue to receive, more than half their support from them between July 1, 2014 and June 30, 2015.

Write the names of **all** family members including **you**. Also write the name of the college for any family member who will be attending college at least half-time between July 1, 2014 and June 30, 2015 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

NAME	AGE	RELATIONSHIP	COLLEGE
		SELF	Medgar Evers College

B. STUDENT'S (AND SPOUSE'S) INCOME & BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- ❑ I/we used the IRS Data Retrieval Tool to transfer my/our 2013 income information to the FAFSA and made no further changes to the information.
- ❑ I/we did not (or could not) transfer my/our 2013 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached a copy of my/our **2013 IRS Tax Return Transcript(s)**.
- ❑ I/we did not and were not required to file a 2013 Federal Income Tax Return. Below list the sources and amounts of any of **earned income** received in 2013 but not reported on a tax return. [Attach your **Forms W-2 or 1099** issued to you by your employers.]

Employer Name	2013 Amount Earned
	$
	$

- ❑ In 2012 or 2013,one of the family members listed in section **A** of this worksheet received **food stamps (SNAP)** benefits**.**
- ❑ I/we paid **child support** in the amount of $ _____ in the year 2013 to _____

(yearly total) ***(Please submit proof of child support for recipient(s)***

residing at _____ for the following children: _____.

(recipient's address) ***(list name of each child)***

C. PARENTS' INCOME & BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- ❑ I/we used the IRS Data Retrieval Tool to transfer my/our 2013 income information to the FAFSA and made no further changes to the information.
- ❑ I/we did not (or could not) transfer my/our 2013 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached a copy of my/our **2013 IRS Tax Return Transcript(s)**.
- ❑ I/we did not and were not required to file a 2013 Federal Income Tax Return. Below list the sources and amounts of any **earned income** received in 2013 but not reported on a tax return. [Attach your **Forms W-2 or 1099** issued to you by your employers.]

Employer Name	2013 Amount Earned
	$
	$

- ❑ In 2012 or 2013 one of the family members listed in section **A** of this worksheet received **food stamps (SNAP)** benefits**.**
- ❑ I/we paid **child support** in the amount of $ _____ in the year 2013 to _____

(yearly total) ***(Please submit proof of child support for recipient(s)***

residing at _____ for the following children: _____.

(recipient's address) ***(list name of each child)***

D. CERTIFICATION

I/we certify that all the information reported to qualify for Federal student aid is complete and correct.

Student's Signature	Date	Father's Signature	Date
Spouse's Signature	Date	Mother's Signature	Date