

2013-14 STANDARD VERIFICATION WORKSHEET

OFFICE USE ONLY

Collection date _____
 In-person (initial) _____
 Fax/Email (initial) _____
 Mail (initial) _____

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 that you must submit to us. If there are differences between your application information and the documents you submit, your application may need to be reprocessed. We 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 **2012 Federal IRS Tax Return Transcript and W-2 forms** for yourself, your spouse (if married) or your parents/step-parents (if dependent). 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. 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) on FAFSA, the 2nd page of this worksheet and any information request letters we have sent you to see if you need to submit other documentation (such as default clearance letter, citizenship documentation, social security card, etc.).
4. Submit the completed worksheet, tax return transcripts, and any other required 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. #)			CUNYfirst ID #
City	State	ZIP	Date of Birth
Email			Phone number (include area code)

INDEPENDENT STUDENTS (FILL OUT SECTIONS A, B & D ONLY): List the people that you (and your spouse) will support between July 1, 2013 and June 30, 2014. Include yourself, your spouse, and any dependent children. Include other people only if they live with you and receive, and will continue to receive, more than half their support from you between July 1, 2013 and June 30, 2014.

DEPENDENT STUDENTS (FILL OUT SECTIONS A, B, C & D): List the people that your parents will support between July 1, 2013 and June 30, 2014. 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, 2013 and June 30, 2014.

Write the names of **all** family members including **yourself**. Also write the name of the college for any family member, (**excluding parents**) who will be attending college at least half-time between July 1, 2013 and June 30, 2014 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

FULL NAME	AGE	RELATIONSHIP	COLLEGE	Will be Enrolled at Least Half-time (Yes or No)
		SELF	Brooklyn College	

