



2013-2014 Verification Worksheet

Federal Student Aid Programs

Independent

Your application was selected for review in a process called "Verification." In this process, Warner Pacific College will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2012 Federal tax return transcripts, W-2 forms (if not filing a tax return), or other financial documents. The law states we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, corrections will be made electronically by the college.

Complete this verification form and submit it to Warner Pacific College as soon as possible, so that your financial aid won't be delayed. If you require assistance, please contact your financial aid counselor.

What you should do

1. Go to www.fafsa.gov and utilize the IRS data retrieval tool if eligible. If not eligible, collect your (and your spouse's) financial documents (tax return transcripts, W-2, etc.)
2. Complete and sign this worksheet.
3. Submit the completed worksheet and any other documents requested to your financial aid counselor – (refer to the enclosed letter).
4. Warner Pacific College will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. Corrections may be made by the College.
5. Warner Pacific College may require additional documentation if we have reason to believe that the information provided is inaccurate.

A. Student Information

Last Name	First Name	M.I.	Social Security Number
Address (include Apt. no.)			Date of birth
City	State	Zip Code	Phone number (include area code)
Email address			

B. Family Information

List the people in your household including:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2013 through June 30, 2014, even if they do not live with you, and
- 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 from July 1, 2013 through June 30, 2014.

Write the names of all household members in the space(s) below. Also write the name of the college for any household member, excluding your parent(s), who will be attending college at least half time between July 1, 2013 and June 30, 2014, and will be enrolled in a degree, diploma, 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)
Missy Jones (example)	18	Sister	Central College	Yes
		Self	Warner Pacific College	

About the IRS Data Retrieval Tool:

The Department of Education is encouraging all FAFSA filers to use the IRS Data Retrieval Tool to complete the tax return information on the FAFSA in 2013-2014. The IRS Data Retrieval Tool is available for those who qualify at www.fafsa.gov about 2 weeks after electronically filing your 2012 tax return or 8 weeks if filing by paper.

You cannot use the IRS Data Retrieval Tool if any of the following apply:

1. Individual filed a joint tax return but now is separated, divorced, widowed or married to another individual.
2. Individual is married but filed a separate tax return from their spouse.
3. Individual was granted a filing extension from the IRS. (Contact our office for required documentation)
4. Individual did not file a tax return.
5. Individual used the IRS Data Retrieval Tool, but needed to change the information.

If you utilize the IRS Data Retrieval Tool, and do not make any changes to the information, tax return transcripts are not required. If you cannot use the IRS Data Retrieval tool and filed a tax return, you must submit a Tax Return Transcript. Tax return transcripts can be requested from the IRS online at www.irs.gov or by calling (800)908-9946.

C. Student’s Tax and Income Information (all applicants)

1. Check only one box below.
 - Check here if you will use/used the IRS Data retrieval tool at www.fafsa.gov and will not/did not make any changes to the information.
 - Check here if you are attaching a signed copy of your tax return transcript.
 - Check here if a signed tax return transcript will be submitted to the school by _____ (date).
 - Check here if you were not employed and had no income earned from work in 2012.
 - Check here if you were employed in 2012, but will not file and are not required to file a 2012 U.S. Income Tax Return. Complete the box below and submit copies of all W2’s to the financial aid office.

Sources of Income from Work	2012 Income
	\$
	\$
	\$

D. Spouse’s Tax and Income Information (if student is married)

1. Check only one box below.
 - Check here if you & your spouse filed jointly and will use/used the IRS Data retrieval tool at www.fafsa.gov and will not/did not make any changes to the information.
 - Check here if you are attaching a signed copy of your spouse’s tax return transcript.
 - Check here if a signed tax return transcript will be submitted to the school by _____ (date).
 - Check here if your spouse was not employed and had no income earned from work in 2012.
 - Check here if your spouse was employed in 2012, but will not file and is not required to file a 2012 U.S. Income Tax Return. Complete the box below and submit copies of all W2’s to the financial aid office.

Sources of Income from Work	2012 Income
	\$
	\$
	\$

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student must sign and date. If married, spouse’s signature is optional.

Student Date

Spouse Date

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