



2012-2013 Verification Worksheet

Your application has been selected for a process called verification. For more information, please visit our website at www.crowder.edu/financialaid Your financial aid award **cannot** be finalized or funds disbursed until the verification process is complete.

A. Student Information

Last Name	First Name	Social Security Number	Crowder ID #
Address (include apt.#)	City	State	Zip Code
Date of Birth	Phone Number (include area code)	Email Address	

B. Family Information: in the chart below include:

<p><u>Dependent Students:</u></p> <p>~Yourself, your parent(s) (include stepparent) even if you don't live with your parents; and ~Your parents' other children, even if they don't live with your parent(s), if (1) your parents will provide more than half of their support from July 1, 2012 through June 30, 2013, or (2) the children would be required to provide parental information when applying for Federal Student Aid; and ~Any other people if they now live with your parents, and <u>your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2013.</u></p>	<p><u>Independent Students:</u></p> <p>~Yourself, your spouse if you have one; and ~Your children, if you will provide more than half of their support from July 1, 2012 through June 30, 2013 ~Other people if they now live with you, and <u>you provide more than half of their support and will continue to provide more than half of their support through June 30, 2013.</u></p>
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Full Name	Age	Relationship	College
		<i>Self</i>	Crowder College

C. Student's Tax Filing Status-Calendar Year 2011

Did you (the student) file a 2011 U.S. Federal Tax Return? Please check ONE box only.

**To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript."*

<input type="checkbox"/>	Yes, I used the IRS Data Retrieval Tool to directly import my income information into the FAFSA		
<input type="checkbox"/>	Yes, but I did not use the IRS Data Retrieval Tool. Attached is my 2011 TAX RETURN TRANSCRIPT from the IRS(a copy of your federal tax return is no longer acceptable) * To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript."		
<input type="checkbox"/>	No, I am not filing and I am not required to file a 2011 US Tax Return. List your employer(s) and income received in 2011. If you did not receive any income, please indicate below under Employer, list "No Income"		
	Employer (Submit W-2s)	2011 Amount	W-2s Received from employer?
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a W-2 form is not available, a signed statement explaining the reason the form is not available, as well as the amount and source of the income, will be acceptable.			

D. Parent(s)'s/Spouse Tax Filing Status-Calendar Year 2011

Did your (Parent(s)/Spouse) file a 2011 U.S. Federal Tax Return? Please check ONE box only.

**To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript."*

<input type="checkbox"/>	Yes, I used the IRS Data Retrieval Tool to directly import my income information into the FAFSA			
<input type="checkbox"/>	Yes, but I did not use the IRS Data Retrieval Tool. Attached is my 2011 TAX RETURN TRANSCRIPT from the IRS(a copy of your federal tax return is no longer acceptable) * To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript."			
<input type="checkbox"/>	No, I am not filing and I am not required to file a 2011 US Tax Return. List your employer(s) and income received in 2011. If you did not receive any income, please indicate below under Employer, list "No Income"			
	Person Earnings are for (If none, list N/A)	Employer (Submit W-2s)	2011 Amount	W-2s Received from employer?
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a W-2 form is not available, a signed statement explaining the reason the form is not available, as well as the amount and source of the income, will be acceptable.				

E. Food Stamp Benefits-Calendar Year 2010 and 2011

Did you or anyone in your household (listed in Section B) receive benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) at any time during the 2010 or 2011 calendar years? Yes No

F. Child Support Paid-Calendar Year 2011

In 2011 did you pay child support because of a divorce or separation? Yes No If yes, list information below.

Name of Person <u>Paying</u> Child Support	Name of Person <u>Receiving</u> Child Support	Name of Child(ren) Support was paid on	Amount Paid in 2011

Certification

By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. If dependent, the student and at least one parent must sign. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

_____ Date _____
Student's Signature

_____ Date _____
Parent's Signature (Dependent Students Only)

Revised 6/26/2012

Return to: Crowder College, Financial Aid Office, 601 Laclede, Neosho, MO 64850.

Questions? Call (417) 455-5434

CROWDER COLLEGE

Your application was selected for review in a process called "Verification." In this process, Crowder will be comparing information from your FAFSA application, your 2011 FEDERAL tax forms, (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes), or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and financial documents, corrections will be submitted by our office. If your award changes as the result of a correction, you will receive an updated Student Aid Report from the Central Processor. Verification must be completed before aid is awarded and no later than 120 days after your last date of attendance or approximately **September 26, 2012**, whichever is earlier. Failure to complete the verification process voids all Federal awards.

Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668).

Verification Checklist Steps to successfully completing the Verification Process

Taxes

What we need:

- Copies of your/your spouse's (if applicable), parent(s) (if applicable) 2011 IRS Tax Return Transcript if you did not utilize the IRS Data Retrieval Tool when you completed the FAFSA. Copies of tax return forms (i.e. 1040, 1040A, 1040EZ) **WILL NOT** be accepted for verification.
- Copies of **ALL** W-2 forms for non-tax filers.
- Student name and Crowder ID # on each document submitted.
- For more information regarding the verification process, please visit our website at www.crowder.edu/financialaid

Verification Form

Please remember:

- **Sign** the Verification Worksheet
- **Do not** leave any blanks on the Verification Worksheet (Enter zeros or N/A where applicable)
- Complete the Family Information Section (Part B of the Verification Form)
- If you/your spouse (if applicable), parent(s) (if applicable) did **NOT** file a 2011 Federal Tax Return and were not required to file, complete Part C/D on the Verification Form.
- Failure to provide all documentation and information requested by our office will delay the processing of your award.

Questions? Contact Us!

For details regarding the Verification Process, visit our website at www.crowder.edu/financialaid

Phone: 417-455-5434

Fax: 417-455-5731

Email: financialaid@crowder.edu

Financial Aid
Crowder College
601 Laclede Avenue
Neosho, MO 64850