

# UNIVERSITY OF PITTSBURGH AT TITUSVILLE

## 2012-2013 VERIFICATION WORKSHEET

**Financial Aid Office, 504 E. Main Street, Titusville, PA 16354**

**(814) 827-4495**

*\*\*If you need more space than this form provides, attach a separate sheet that includes the student's name and Student ID number at the top.\*\**

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**What is Verification?**

The U.S. Department of Education (DoE) requires that we verify the information submitted on your FAFSA with the information you provide on this worksheet and other requested documents to determine your financial eligibility for federal aid. The DoE randomly selects students at each institution for verification.

**What You Must Do:**

- Complete, sign and return this worksheet, along with the appropriate documentation within 30 days of the initial request.
- Answer the questions on the reverse side of this form to determine if you are required to attach a **Tax Return Transcript**. Request a **TAX RETURN TRANSCRIPT** from the Internal Revenue Service online at [www.irs.gov](http://www.irs.gov) or by phone at 1-800-908-9946. Obtain a 2011 Federal IRS Tax Return Transcript for yourself, your spouse (if married) or your parents/step-parent (if dependent). The U.S Department of Education no longer allows copies of federal income tax returns to satisfy the verification requirement.
- Attach copies of all your, your parent(s) or your spouse's 2011 W-2s.
- Submit the completed worksheet, tax return transcripts, and any other documents to:

**University of Pittsburgh at Titusville's Financial Aid Office**  
**504 E. Main Street**  
**114 McKinney Hall**  
**Titusville, PA 16354**  
**Fax: 814-827-5510**

The Financial Aid Office will review your information and will notify you once the verification process is completed.

**A. STUDENT & FAMILY INFORMATION—List yourself first regardless of where you live, list others as they apply**

DEPENDENT STUDENTS should also list:

- Your parent(s), which may include a step-parent
- Your parents' other children IF your parents will provide more than half of their support from July 1, 2012 through June 30, 2013 OR the children would be required to provide your parent(s) information when applying for Federal Student Aid
- Include other people only IF they now live with your parent(s) and will continue to live with your parents from July 1, 2012 through June 30, 2013 and your parents will continue to provide more than half of their support throughout this period.

INDEPENDENT STUDENTS should also list:

- Your spouse (if married, and not separated)
- Your children if you\* will provide more than half of their support from July 1, 2012 through June 30, 2013, even if they do not live with you
- Include other people only IF they now live with you and will continue to live with you from July 1, 2012 through June 30, 2013 and you\* will continue to provide more than half of their support throughout this period

\*This includes support provided by your spouse if you are currently married and not separated.

NAME	AGE	RELATIONSHIP TO STUDENT	NAME OF COLLEGE ATTENDING 2012-2013 (at least half-time)

Attach a separate sheet if necessary

Continued on the reverse side

## B. INCOME & BENEFITS INFORMATION

Answer the following questions by checking the appropriate boxes and attach the required documentation, as indicated.

QUESTION Did you, your spouse, or your parent (if dependent):	STUDENT	PARENT / SPOUSE	REQUIRED DOCUMENTATION
Complete the FAFSA <b>without</b> using the IRS Data Retrieval Tool to transfer your 2011 income to the FAFSA			A copy of your 2011 IRS Tax Return Transcript (refer to front) and copies of all W-2 forms
Use the IRS Data Retrieval Tool to transfer your 2011 income to the FAFSA and made no changes to the data that was transferred			Copies of all W-2 forms
File an amended tax return			A copy of your 2011 IRS Tax Return Transcript, your IRS Tax Account Transcript and all W-2 forms
Work in 2011, but did not file and was not required to file a 2011 Federal Income Tax Return with the IRS*			Copies of all W-2 forms
Earn no income from working during 2011			No required documentation
Receive benefits from the Supplemental Nutrition Assistance Program (SNAP) at any time during 2010 or 2011			Copy of your EBT pay history or your food stamps card

Complete this section if someone in the student's and parent's or spouse's household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years.

Name of person who received SNAP (other than student, parent, or spouse listed above)	Submit copy of EBT pay history or food stamps card 2010 amount	2011 amount
	\$	\$

\*Complete this section only if you, your spouse, or your parent did not file and were not required to file a 2011 Federal Income Tax return with the IRS, but worked in 2011.

Non-filer's Name	Employer(s)	2011 Earnings	W-2 Form (s) Included
		\$	
		\$	

Complete this section only if you, your spouse, or your parent paid child support in 2011.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support Was Paid	Name of Child / Children for Whom Support Was Paid	Amount of Child Support Paid in 2011
			\$
			\$

## C. OTHER INCOME INFORMATION

Answer each question with the correct figure or zero	Student	Spouse/Parent
1. Taxable earnings from Federal Work-Study or other need-based work program	\$	\$
2. Child support received in 2011 for all children, not including foster or adoption payments	\$	\$
3. Housing, food and other living allowances for military, clergy, or paid by others, including cash payments and the cash value of benefits, that were received in 2011	\$	\$
4. Cash received or money paid on your behalf from someone other than the supporting parent(s) in 2011. Source: _____	\$	\$
5. Veteran's non-educational benefits and/or VA Education Work-Study allowances. Source: _____	\$	\$
6. Other untaxed income not reported, such as workers' compensation, disability, untaxed pensions, etc. (do not include Social Security Benefits). <b>Provide documentation.</b>	\$	\$

## D. REQUIRED SIGNATURES

By signing below, I certify that all the information provided in this packet has been completed accurately and truthfully.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (if student is dependent) / Spouse's Signature (if student is married)

\_\_\_\_\_  
Date