

2011-2012 Verification Worksheet

Federal Student Aid Programs

Your application was selected by the U.S. Dept. of Education for review in a process called “verification.” In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form and with signed copies of your 2010 federal tax forms (and your spouse’s if you are married, or parents’ if you are considered dependent for federal aid purposes). If there are differences between your application and the documents you’ve submitted, corrections may need to be made. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

What you should do:

1. Collect your (and your spouse’s or parents’) financial documents (signed Federal income tax forms, W-2, etc.).
2. Complete all sections and sign the worksheet - you (and your parent if you are required to provide their income information).
3. Contact us if you have questions about completing this worksheet.
4. Bring or mail the completed worksheet, tax forms, and any other documents to our office.
5. We will compare the information on these documents and make corrections if necessary.

A. Student Information

| | | | | |
|---------------------------------|-----------------------|-------------|---|-----------------|
| <i>Last Name</i> | <i>First Name</i> | <i>M.I.</i> | <i>Social Security Number</i> | |
| <i>Address (include apt. #)</i> | | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
| <i>Date of Birth</i> | <i>E-mail Address</i> | | <i>Phone Number (include area code)</i> | |

B. Family Information

Independent Students: List the people in your household, include: (a) yourself, and your spouse if you have one; and (b) your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012; and (c) 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, 2011 through June 30, 2012.

Dependent Students: List the people in your parents’ household, include: (a) yourself and your parent(s) (including stepparent) even if you don’t live with your parents; and (b) your parents’ other children, even if they don’t live with your parent(s), if (1) your parents provide more than half of their support from July 1, 2011 through June 30, 2012, or (2) the children would be required to provide parental information when applying for Federal student aid; and (c) other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Write the names of all household members. Also write in the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2011 and June 30, 2012, 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 |
|------------------------------|-----------|--------------|------------------------|
| <i>Example: Martha Jones</i> | <i>24</i> | <i>Wife</i> | <i>City University</i> |
| | | Self | |
| | | | |
| | | | |
| | | | |
| | | | |

C. Tax Forms and Income Information

All tax filers must submit a **signed** copy of all 2010 Federal Income Tax returns which include the 2010 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return and all 2010 W2s:

- You Your spouse Your father (step) Your mother (step)

If you did not keep a copy, call the IRS at 1-800-829-1040. Press "2- Refund or Personal Tax Account" then Press "2 – Personal Tax Account", follow the instructions until given the option to select a "tax return transcript" then follow the instructions.

Check the box for those people who did not and are not required to file a 2010 Federal Income Tax Return. List below your employer(s) and any income received in 2010 (use W-2 forms or other earning statements).

- You Your spouse Your father (step) Your mother (step)

| Name of Employer | Student Amount | Spouse or Parent(s) Amount |
|------------------|----------------|----------------------------|
| | | |
| | | |
| | | |

Both tax filers and non-tax filers must list any untaxed income received in 2010. **Be sure to enter zeros if no funds were received.** (See Worksheets A and B of the Free Application for Federal Student Aid (FASFA)). Failure to complete this section will delay the processing of your financial aid.

| Student (spouse) | Calendar Year 2010 | Parent(s) (step-parent) |
|------------------|---|-------------------------|
| \$ | Child support paid because of divorce or separation. | \$ |
| \$ | Military combat pay or special combat pay that was taxable. | \$ |
| | Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a - 12d, codes D, E, F, G, H, and S. Include untaxed portions of 401(k) and 403(b) plans. | |
| \$ | Child support received for all children. Don't include foster care. | \$ |
| \$ | Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). | \$ |
| \$ | Veterans' non-education benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances. | \$ |
| \$ | Any other untaxed income or benefits, not reported elsewhere, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don't include student aid, WIA educational benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans. | \$ |
| \$ | Cash or any money paid on your behalf (bills), not reported elsewhere on this form. | \$ XXXXXXXX |

D. Sign This Worksheet

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

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

Return to: Florence-Darlington Technical College, P. O. Box 100548, Florence, SC 29502-0548
 Office: (843) 661-8085 Fax: (843) 661-8122
 Email: financialaid@fdtc.edu
 Website: www.fdtc.edu