



St. Andrews
PRESBYTERIAN COLLEGE

Office of Student Financial Planning
1700 Dogwood Mile, Laurinburg, NC 28352
Fax: (910) 277-5206

VERIFICATION Independent Student

We have received your FAFSA (Free Application for Federal Student Aid). Your application has been selected for review in a process called **verification**. We will be comparing information from your FAFSA application with the information we have requested below to check for any errors that may have been made. **We cannot make any financial aid awards to the student until verification has been completed.** Please provide this office with the following documents. **We can accept faxed copies @ (910) 277-5206:**

WE WILL NEED THE FOLLOWING DOCUMENTS BEFORE WE CAN EMAIL OUT AN AWARD PACKAGE TO THE STUDENT:

_____ **Signed** copies of your **2010 Federal** Income Tax Return (i.e.: 1040, 1040A, 1040EZ).

_____ Copies of all **2010 W-2's, 1099's, and Schedules** filed with your Federal Income Tax Return

_____ **Signed** copies of your spouse's (if married filing separately) **2010 Federal** Income Tax Returns (i.e.: 1040, 1040A, 1040EZ)

_____ Copies of all spouse's (if married filing separately) **2010 W-2's, 1099's, and Schedules** filed with your parents' Federal Income Tax Return.

_____ **Completed and signed** Verification worksheet (attached). **The student and (spouse if applicable) must sign this form.**

Once this office has received the information if there are discrepancies, we will submit a correction to your FAFSA for your information to be reprocessed.

Please provide this information ***within two weeks***. If you cannot provide the above information within that time, please contact the Office of Student Financial Planning immediately. Failure to provide this information may result in your financial aid not being processed in time for fee payment; ***therefore you will be responsible for paying the entire bill for that semester.***

QUESTIONS:

Shawn Caulder: Email: CaulderSM@sapc.edu Phone: 910-277-5561



2011-2012 Verification Worksheet

Federal Student Aid Programs

 FORM APPROVED
 OMB NO. 1845-0041

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2010 Federal tax forms, or with W-2 forms 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 your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

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)

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, 2011 through June 30, 2012, 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, 2011 through June 30, 2012.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending 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
Martha Jones (example)	24	Wife	City University
		Self	

C. Student's Tax Forms and Income Information (all applicants)**Independent**

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a signed copy of your tax return.
- Check here if a signed tax return will be submitted to the school by _____ (date).
- Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

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

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a signed copy of your and your spouse's joint tax return.
- Check here and attach spouse's signed tax return if your spouse filed a separate return.
- Check here if a signed spouse's tax return will be submitted to the school by _____ (date).
- Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the FAFSA.)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your spouse did not file and is not required to file a 2010 Federal income tax return, list below your spouse's employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. If married, spouse's signature is optional.

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

Student Date

Spouse Date

Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school. Don't forget to sign your tax forms.

Student's 2010 Additional Financial Information:

- a) Education Credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040 - Line 49 OR 1040A - Line 31. \$ _____
- b) Child Support **PAID** because of divorce or separation or as a result of a legal requirement. \$ _____
- c) Taxable earnings from need-based employment programs, such as Federal Work Study and need-based employment portions of fellowships and assistantships. \$ _____
- d) Taxable Student grant and scholarship aid **reported to the IRS in your Adjusted gross income (AGI)**. \$ _____
- e) Combat pay or special combat pay. **Only enter the amount that was taxable and included in your adjusted gross income. Do not include untaxed combat pay reported on the W-2 (Box 12, Code Q).** \$ _____
- f) Earnings from work under a cooperative education program offered by a college \$ _____

Student's 2010 Untaxed Income

- a) Payments to tax-deferred pension and savings plans, including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D,E,F,G,H and S. \$ _____
- b) IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS form 1040 – Line 28 + Line 32 **OR** 1040A – Line 17. \$ _____
- c) Child support **RECEIVED** for any of your children. **Don't include** foster care or adoption payments. \$ _____
- d) Tax exempt interest income from IRS form 1040 – Line 8b **OR** 1040A – Line 8b \$ _____
- e) Untaxed portions of IRA distributions from IRS form 1040 – Lines (15a minus 15b) **OR** 1040A – Lines (11a minus 11b) Excludes Rollovers. If negative, enter a zero. \$ _____
- f) Untaxed portions of pensions from IRS Form 1040 – Lines (16a minus 16b) **OR** 1040A - Lines (12a minus 12b) \$ _____
- g) Housing, food, and other living allowances paid to members of the military, clergy, and others. \$ _____
- h) Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances. \$ _____
- i) Other untaxed income not reported in questions (a-h), such as Worker's compensation, disability, etc. **Do include first-time homebuyer tax credit from IRS form 1040 – line 67 AND Making Work Pay Credit IRS Form 1040 – line 63, 1040A line 40 OR 1040EZ line 8** (Don't include: *Untaxed Social Security benefits, *Supplemental Security Income (SSI), Combat Pay, student aid, earned income credit, welfare payments, etc.) \$ _____
- j) Money received, or paid on your behalf, not reported elsewhere on this form. \$ _____

* Social Security disability benefits, & Supplemental Security Income (SSI) are two different things so be careful when completing this form.