



2012 - 2013 Dependent Student Verification Worksheet

RETURN TO:

San Bernardino Valley College
 Financial Aid Office - AD/SS 106
 701 S. Mount Vernon Avenue
 San Bernardino, CA 92410

Name of Financial Aid Applicant (Please Print)		
_____	_____	_____
Last	First	Middle
Date of Birth: _____		
_____	_____	_____
Month	Day	Year
Student ID#: _____	Social Security#: _____	

Your 2012–2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. *If more space is needed for any section on this form, attach a separate page with the student's name, Student ID Number or Social Security Number indicated clearly at the top of the page.*

A. Dependent Student's Family Information

List below the people in your parent's household. Include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parent(s).
- Your parent's other children, if your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the other children would be required to provide parental information if they were completing a FAFSA for 2012-2013. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2013.

Include the name of the college for any household member, (excluding your parents), who will be enrolled **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2012, and June 30, 2013.

Full Name	Age	Relationship	College	Will be enrolled at least half the time

B. Dependent Student's Income Information to Be Verified

1. **TAX RETURN FILERS**—Important Note: If the student filed, or will file, an amended 2011 IRS tax return, the student *must* contact the financial aid administrator before completing this section.

Check the box that applies:

The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student's school will use the IRS information that was transferred in the verification process.

The student's IRS tax return transcript is attached to this worksheet. *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.*

2. **TAX RETURN NON-FILERS**—Complete this section if the student will not file, and is not required to file, a 2011 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2011.
- The student was employed in 2011 and has listed below the names of all employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the student by employers. *List every employer even if the employer did not issue an IRS W-2 form.*

Employer's Name	2011 Amount Earned	IRS W-2 Attached?

C. Parent's Income Information to Be Verified

Note: If two parents were reported in Section A of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS** - Important Note: If the student's parent(s) filed or will file an amended 2011 IRS tax return, the student's Financial aid administrator *must* be contacted before completing this section.

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.
- The IRS tax return transcript(s) is attached to this worksheet. *To obtain an IRS tax return transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946.*

2. **TAX RETURN NON-FILERS**— Complete this section if the student's parent(s) will not file, and *is not required* to file, a 2011 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2011.
- The parent(s) was employed in 2011 and has listed below the names of all the parent's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form.*

Employer's Name	2011 Amount Earned	IRS W-2 Attached?

D. Parent's Other Information To Be Verified

1. Complete this section if someone in the student's parent's household (listed in Section A) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps), Social Security (SSI or SSA) or cash aid (TANF) anytime during the 2010 or 2011 calendar years.

One of the persons listed in Section A of this worksheet received SNAP benefits in 2010 or 2011. If asked by the school, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

The student or parent in the household received SSI, SSA, TANF or other cash aid benefits in 2011. Please indicate the type of benefit here: _____

2. Complete this section if one of the student's parents paid child support in 2011.

One (or both) of the student's parents listed in Section A of this worksheet paid child support in 2011. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2011 for each child. If asked by the school, I will provide documentation of the payment of child support.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2011

E. Certification and Signatures

Each person below certifies that all of the information reported on this worksheet is complete and correct. The student and one parent must BOTH sign and date this worksheet.

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

Student's Signature

Date

Parent's Signature

Date

****DO NOT MAIL THIS FORM TO DEPT OF EDUCATION - PLEASE SEND TO THE SBVC FINANCIAL AID OFFICE.****