2011-2012 Verification Worksheet
Federal Student Aid Programs

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 2010 federal tax forms (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes). Try to complete verification as soon as possible, so that your financial aid won't be delayed. You must provide the required documents before the end of the semester or before you drop below half-time status, whichever comes first. **Your financial aid will not be processed until verification requirements are complete**. Your school must review the requested information, under the financial aid program rules (CFR Title 34, Part 668).

What you should do:

1. Collect your (and your spouse's or parents') financial documents (signed income tax form, W-2, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. **Be sure to sign the worksheet** - you (and your spouse or parents).
4. Take the completed worksheet, tax forms, and any other documents to your financial aid administrator.
5. Your financial aid administrator will compare information on these documents and make corrections if necessary.

Student and Family Information

M#_____

_____ _____
Last Name *First Name* *M.I.* *Social Security Number*

_____ _____
Address (include apt. #) *Date of birth*

_____ [ ] or [ ]
City *State* *Zip Code* *Phone Number (include area code)*

☐ **Independent Students**: List the people that you (and your spouse) will support between July 1, 2011 and June 30, 2012. Include yourself, your spouse, and your dependent children (if you provide more than half of their support).

☐ **Dependent Students**: List the people that your parents will support between July 1, 2011 and June 30, 2012. Include yourself, your parents, and your parents' dependent children (if your parents provide more than half their support, or if they would be required to give parental information when applying for Federal student aid).

Include other people as part of your family only if:

- They lived with you (or your spouse or parents) and got more than half their support from you (or your spouse or parents) at the time you completed your student aid application, AND
- They will continue to get more than half their support from July 1, 2011 through June 30, 2012.

Write the names of all family members. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College New Textor
***Example**: Theresa Trump*	*19*	*sister*	*MVCC_Utica_/Rome*

SID:

Tax Forms and Income Information

All tax filers must submit a **signed copy** of all 2010 Federal Income Tax returns (includes the 2010 IRS Form 1040, 1040A, 1040EZ, Telefile Tax Record, a tax return from Puerto Rico or a foreign income tax return.

If you did not keep a copy of your tax return, you must request a federal tax transcript from the Internal Revenue Service by calling 1-800-829-1040.

Check the box below for those people who **did not and were not** required to file a 2010 Federal Income Tax Return. Report all income earned from work in 2010 below and submit W-2 forms or other earning statements with this form.

You (student) Your spouse Your father Your mother

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.

Please list the dollar amount of these sources of income, enter zero "0" if none.

2010 Untaxed Income	Student Amount	Spouse or Parent Amount
Child Support		
Social Security Benefits		
Welfare Benefits (Including TANF)		
Worker's Compensation		
Other (please specify)		

Certification

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. (If married, spouse's signature is optional. If dependent, at least one parent must sign.)

_____ Date_____ _____ Date_____
Student's Signature Spouse's Signature

_____ Date_____ _____ Date_____
Mother's Signature Father's Signature

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

Return to:

MOHAWK VALLEY COMMUNITY COLLEGE
OFFICE OF STUDENT FINANCIAL AID
1101 SHERMAN DRIVE
UTICA, NY 13501

☐ **To submit on line, check this box! By checking this box you are submitting this document to the MVCC's Financial Aid Office and are legally agreeing to the terms herewithin.**