

2012 / 2013 Independent Verification Worksheet

Student Name _____
 CI Student ID # _____
 Phone # _____

Your 2012-2013 Free Application for Federal Student Aid (FAFSA) was selected for a review process called "Verification." According to the Department of Education, CSU Channel Islands (CI) must verify your FAFSA information. The law says that CI has the legal right to request any documents that are necessary to confirm your FAFSA information. If there are differences between your FAFSA information and your financial documents, we may need to request further documentation OR we may submit appropriate changes to your application to ensure your FAFSA reflects accurate information.

A. Household Information

List ALL of the people in your household, including:

- Yourself (the student) **and** your spouse if you have one, **and**
- 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, **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, 2012 through June 30, 2013.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member who will be attending at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. If you need more space attach a separate page.

Full Name	Age	Relationship to student	College

B. Tax Return Transcripts/Forms and Income Information

The easiest way to verify income is by utilizing the IRS Data Retrieval Tool that is part of the FAFSA on the Web application. If you have not already used this tool, go to www.fafsa.ed.gov, log in, select "make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into your FAFSA. For electronic tax filers the IRS Data Retrieval Tool can be used approximately two weeks after you file, for paper tax filers the tool will become available around eight weeks after you file.

If you are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, then you are required to submit your "2011 IRS Tax Return Transcript" (NOT a photocopy of the income tax return) to the Financial Aid Office as part of the Verification process. 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.

1. For 2011, have you (the student) completed your Federal IRS income tax return?

- I have already completed my return and have used the IRS Data Retrieval Tool online.
- I have already completed my return but did not use the IRS Data Retrieval Tool online. I am submitting my signed 2011 IRS Tax Transcript with this worksheet.
- I will file, but I have not yet completed my return (once you complete your return, please use the IRS Data Retrieval Tool online).
- I am not going to file because I am not required to do so (complete step 2 below).

2. If you were paid for working in 2011, but did not file and **are not required** to file a 2011 Federal IRS income tax return, list below the employers/sources of income and the amounts of all income received in 2011. You must attach copies of W-2 forms or other earnings statements if applicable.

Student's source of income/support/employment	Amount earned in 2011

PLEASE RETURN THIS FORM TO THE CSU CHANNEL ISLANDS FINANCIAL AID & SCHOLARSHIPS OFFICE

3. For 2011, has your spouse completed their Federal IRS income tax return?

- My spouse has already completed their return and has used the IRS Data Retrieval Tool online.
- My spouse has already completed their return but did not use the IRS Data Retrieval Tool online. I am submitting their signed 2011 IRS Tax Transcript with this worksheet.
- My spouse will file, but they have not yet completed their return (once they complete their return, please use the IRS Data Retrieval Tool online).
- My spouse is not going to file because he/she is not required to do so (complete step 4 below).

4. If your spouse was paid for working in 2011, but did not file and **is not required** to file a 2011 Federal IRS income tax return, list below the employers/sources of income and the amounts of all income received in 2011. You must attach copies of W-2 forms or other earnings statements if applicable.

Spouse's source of income/support/employment	Amount earned in 2011

C. Asset Information as of the date the FAFSA was filed for both Student and Spouse(if married)

Note: To calculate "Net Value" for the following questions, please take the value of the property (or business) and subtract what you owe on it, as of the date the FAFSA was filed.

Cash, Savings, and Checking Accounts:

\$

Investments:

Include stocks, bonds, mutual funds, trust funds, UGMA and UTMA accounts, money markets, CD's, education IRA's, Coverdell Savings Accounts, 539 college savings plans, commodities, precious and strategic metals, installment and land sale contracts, and other investments. Do not include retirement accounts, life insurance plans, or prepaid tuition plans.

\$

Net Real Estate Value:

Do not include primary residence

\$

Net Business Value:

Include the market value of land, buildings, machinery, equipment, inventory, etc. (Do not include a family business that employs less than 100 employees and you own and control more than 50%).

\$

Net Farm Value:

Exclude family farm value that you live on and operate.

\$

D. Food Stamps (SNAP), Child Support Paid, Untaxed Income

1. In 2011, did you, your spouse, or anyone in your household receive benefits from the Supplemental Nutrition Assistance Program (SNAP), commonly referred to as Food Stamps?

- Yes (attach a copy of your benefits statement from your state's agency indicating receipt of Food Stamps)
- No

2. In 2011, did you and/or your spouse have any untaxed portions of an IRA distribution(s) or pension(s) that was not a rollover?

- Yes (attach a copy of Form 1099 for the IRA distribution and/or pension)
- No

3. In 2011, did you and/or your spouse make child support payments to another person?

- Yes (please complete question 4 below)
- No

4. If child support payments were made to another person, please complete the following:

Name of individual(s) who made child support payment(s)	Name of person who received child support payment(s)	Name of child for whom child support was paid	Total amount paid between 01/01/2011 and 12/31/2011

E. Sign this Worksheet

The student must sign and date below. If married, the spouse's signature is optional. Each person signing this worksheet certifies that all of the information reported on this form is true and accurate to the best of their knowledge. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student's Signature _____

Date _____

Spouse's Signature _____

Date _____

RETURN TO:
 Financial Aid & Scholarships Office
 One University Drive
 Camarillo, CA 93012-8599
 FAX: (805) 437- 8509