



# 2011-2012 Verification Worksheet

## Federal Student Aid Programs

Your application was selected for review in a process called "Verification." We will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2010 Federal tax forms, 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, we may need to send in corrections electronically to have your information reprocessed.

Complete this form and submit it to the Office of Financial Aid and Student Campus Employment, PO Box 5049, Greeneville, TN 37743 as soon as possible to prevent any delays with your financial aid.

### What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc...).
2. Fill in completely and sign this worksheet : **Remember to sign this form.**
3. Send this worksheet, tax forms, and any other documents to Tusculum College. (Fax available at 615-250-4968 or scan and e-mail to financialaid@tusculum.edu).
4. We will compare information on the documents to your application.
5. If you have questions about completing this worksheet, please contact us at 1-800-729-0256 x.5377.

*Tusculum College must review the requested information, under the financial aid program rules (34 CFR, Part 668).*

### A. Student Information

_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number
_____			_____
Address (include apt. no.)			Date of Birth
_____			_____
City/ State/ ZIP code			Home Phone number with area code
_____			_____
_____			Cell Phone Number with area code

### B. Family Information

List the people in your (and your spouse's) household. You should include:

- yourself, and your spouse **if** your current marital status is married or remarried.
- your children and/or step-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.
- all other persons that presently live with you, **if** you currently 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 (exclude foster children).

Write the names of all household members (as defined above). Also write in the name of the college for any household 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, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Date of Birth	Relationship	College Name (list only if attending college in 2011-2012)
		Self	Tusculum College

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

Independent

1. Check only one box. Tax returns may include the 2010 IRS Form 1040, 1040A, 1040EZ, or a foreign income tax return. Other tax forms may include W-2's and other Financial Documents. If you did not keep a copy of your tax return request a copy from your tax preparer or the IRS (1-800-829-1040).

- I have already filed a 2010 Federal income tax return and am submitting the **signed tax return**.
- I will file a 2010 Federal income tax return. A signed tax return will be submitted to the school by \_\_\_\_\_(date).
- I did not file and am not required to file a 2010 Federal income tax return.

2. Student's Additional Financial Information (Refer to Questions 44 from the FAFSA). Do **NOT** include amounts for spouse, list those in Section D.

Sources of untaxed income and income exclusions	2010 Amount
a. Child Support received (excluding foster care)	\$ _____ wkly/mo/yr
b. Payments to tax-deferred pension/savings plans (reported on W-2 Form in Boxes 12a through 12d codes D, E, F, G, H, and S)	\$ _____
c. Other untaxed income not reported elsewhere	\$ _____
d. Taxable earnings from Federal Work Study, need-based fellowships/assistantships and cooperative education programs	\$ _____
e. Child Support paid for children not in the household	\$ _____

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).

Employer	2010 Amount
_____	\$ _____
_____	\$ _____

4. If you, your spouse or anyone in your household receive any of the benefits listed please indicate below (check all that apply):

- Social Security Benefits
- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income
- Food Stamps and/or WIC

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

1. Check one box only. Tax returns may include the 2010 IRS Form 1040, 1040A, 1040EZ, or a foreign income tax return. Other tax information may include W-2's or other financial documents. If you did not keep a copy of your tax return, request a copy from your tax preparer or the IRS (1-800-829-1040).

- My spouse and I filed a joint return and we are submitting our **signed tax return**.
- My spouse and I already filed taxes separately and we are submitting both **signed tax returns**.
- My spouse and I will file a 2010 Federal income tax return. Signed tax return(s) will be submitted to the school by \_\_\_\_\_(date).
- My spouse did not file and is not required to file a 2010 Federal income tax return.

2. Spouse's Additional Financial Information (Refer to Questions 44 from the FAFSA). Do **NOT** include amounts listed in student's section.

Sources of untaxed income	2010 Amount
a. Child Support received (excluding foster care)	\$ _____ wkly/mo/yr
b. Payments to tax-deferred pension/savings plans (reported on W-2 Form in Boxes 12a through 12d codes D, E, F, G, H, and S)	\$ _____
c. Other untaxed income not reported elsewhere	\$ _____
d. Child Support paid for children not in the household	\$ _____

3. If you did not file and are not required to file a 2009 Federal income tax return, list below your employer(s) and any income received in 2009 (use the W-2 form or other earnings statements if available).

Employer	2010 Amount
_____	\$ _____
_____	\$ _____

### E. Sign this Worksheet

By signing this worksheet, I certify that all the information reported on it is complete and correct.

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

Student \_\_\_\_\_

Date \_\_\_\_\_

**Don't forget to sign your tax forms.**

**Send form to Tusculum College. Do not send worksheet to the Department of Education.**