SEATTLE UNIVERSITY

ENROLLMENT SERVICES
Office of Student Financial Services
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Seattle, WA 98122-1090

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# 2013-14 INDEPENDENT STUDENT FAFSA VERIFICATION WORKSHEET

Your 2013-14 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." Federal law says that as part of the process of awarding federal student aid, Seattle University may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, Seattle University's Student Financial Services Office 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. If you have questions about verification, contact the Student Financial Services Office at 206-220-8020 or email financialservices@seattleu.edu as soon as possible so that your financial aid will not be delayed.

Instructions:

1. Complete the following items in ink. Please print.
2. Complete and sign the worksheet.
3. Using the contact information at the top of this page, mail, scan and email, or fax the completed worksheet to the Student Financial Services Office.

## SECTION A: STUDENT INFORMATION

Check One: ☐ Continuing SU Student ☐ New Undergraduate Student ☐ New Graduate Student

Last Name First Name M.I.

SU Student ID

Street Address (include apartment number)

Student's Date of Birth

City State Zip Code

Student's Email Address

Area Code and Home Phone Number

Area Code and Cell Phone Number

## SECTION B: FAMILY INFORMATION

List below the name, age, and relationship of the people you will provide more than half of their support between July 1, 2013 and June 30, 2014. Include:

- Yourself and your spouse (if you are married).
- Your children, if any, if you will provide more than half of their support, or if the child would be required to provide your information if they were completing a FAFSA for 2013-14. Include children who meet either of these standards, even if they do not live with you.
- 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 through June 30, 2014.

Include the name of the college for any household member 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, 2013 and June 30, 2014. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

| Full Name | Age | Relationship | College | Will be enrolled ≥ ½ time? |
|---|---|---|---|---|
| *EXAMPLE: Missy Jones* | *18* | *Daughter* | *Central University* | *Yes* |
| | | *Self* | | |
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**Student's Name:** _____ **SU ID Number:** _____

## SECTION C: STUDENT'S INCOME INFORMATION

**Complete ONLY ONE of the two options on this page**.

*Select the option that reflects your IRS tax filing status for 2012*

**OPTION 1 for TAX FILERS: Provide the information below IF YOU (AND/OR YOUR SPOUSE, IF MARRIED) WERE REQUIRED TO FILE A 2012 TAX RETURN.**

**Important Note**: If you (and/or your spouse, if married) or will file, an amended 2012 IRS tax return, you **must** contact the Student Financial Services Office **before** completing this section.

The best way to verify FAFSA 2012 tax return information is to use the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, 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 2012 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, contact Student Financial Services.

| **IF you filed or will file a 2012 tax return, check ONE of the three boxes below:** | |
|---|---|
| | **Check here if** you, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2012 IRS income information into your 2013-14 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Seattle University's Student Financial Services Office will use the transferred IRS information in the verification process. |
| | **Check here if** you, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2012 IRS income information into your 2013-14 FAFSA once your 2012 IRS tax return has been filed. See instructions above about how to use the IRS Data Retrieval Tool. Seattle University cannot complete the verification process until the IRS information has been transferred into your FAFSA. |
| | **Check here if** you, the student, are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit a **2012 IRS Tax Return Transcript -- not** a photocopy of the income tax return – to Seattle University's Student Financial Services Office. 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. Make sure to request the "IRS **Tax Return Transcript**" and **not** the "IRS Tax Account Transcript." You will need your Social Security Number, date of birth, and address **exactly** as it appears on your 2012 tax return. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. |
| **IF you will submit a 2012 Tax Return Transcript, check ONE of the boxes below:** | |
| | **Check here if** an IRS Tax Return Transcript is attached to this worksheet. |
| | **Check here if** your IRS Tax Return Transcript will be submitted to the Seattle University SFS Office later. Verification cannot be completed until Seattle University's Student Financial Services Office has received your IRS Tax Return Transcript. |

**OPTION 2 for NON-FILERS: Provide the information below IF YOU (NOR YOUR SPOUSE, IF MARRIED) WERE NOT REQUIRED TO FILE A 2012 TAX RETURN**

**Check the box that applies:**

☐ The student (and, if married, the student's spouse) was not employed and had no income from work in 2012.

☐ The student (and/or the student's spouse if married) was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 IRS W-2 forms issued to you (and, if married, your spouse) by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

| Employer's Name | 2012 Amount Earned | IRS W-2 Attached? |
|---|---|---|
| *EXAMPLE: Suzy's Auto Body Shop* | *$2,000.00* | *Yes* |
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**Student's Name:** _____ **SU ID Number:** _____

## SECTION D: STUDENT'S OTHER INFORMATION TO BE VERIFIED

1. Check the box below **ONLY IF** someone in your household, as listed in Section B of this form, received benefits from the Supplemental Nutrition Assistance Program (SNAP, the program formerly known as food stamps) any time during the 2011 or 2012 calendar years.

❒ One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. If asked by Seattle University's Student Financial Services Office, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.

2. Check the box below and complete this section **ONLY IF** you or, if married, your spouse **paid** child support in 2012.

❒ Either I, or, if married my spouse who is listed in Section B of this worksheet, **paid** child support in 2012. I have 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 2012 for each child. If asked by Seattle University's Student Financial Services Office, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

| 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 2012 |
|---|---|---|---|
| *EXAMPLE: Marty Jones* | *Chris Smith* | *Terry Jones* | *$6,000.00* |
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## SECTION E: CERTIFICATION AND SIGNATURES

I certify that all of the information reported on this worksheet is complete and correct.
The student must sign and date this worksheet.
If married, the 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's Signature Date

_____ _____
Spouse's Signature Date

***Please be sure to make a copy of this worksheet for your records.***

***Mail, scan and email, or fax the completed, signed worksheet to the SFS Office using the contact information given at the top of the first page***