SEATTLE UNIVERSITY

ENROLLMENT SERVICES
Office of Student Financial Services
901 12th Avenue, PO Box 222000
Seattle, WA 98122-1090

Tel: (206) 220-8020 Fax: (206) 296-5755
financialservices@seattleu.edu

2012–2013 Independent Student Verification Worksheet

Your 2012–2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." The law says that as part of the process of awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the Student Financial Services (SFS) Office at Seattle University 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 Student Financial Services 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. Mail the completed, signed worksheet to the SFS Office at the address listed in the header.

Section A: Student Demographic Information

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

Last Name First Name M.I. _____ SSN or 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, 2012 and June 30, 2013. 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 2012–2013. 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, 2013.

Include the name of the college for any household member, excluding your parent(s), 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. *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?
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*
		Self		

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Student's Name: _____ **SU ID Number:** _____

Section C: Student's Income Information

TAX RETURN FILERS (Student)—**Important Note:** If you (or your spouse, if married) or will file, an amended 2011 IRS tax return, the student must contact the Student Financial Services Office before completing this section.

Instructions: Complete this section if you, the student, filed or will file a 2011 income tax return with the IRS. *The best way to verify income is by using 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 2011 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.*

Student Check One Below	
	I, the student have 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 Seattle University SFS Office will use the IRS information that was transferred in the verification process*.
	I, 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 2011 IRS income information into the student's FAFSA once the student has filed a 2011 IRS tax return. *See instructions above for information on 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.*
	I, the student am unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the Seattle University SFS Office a **2011 IRS tax return transcript—**not a photocopy of the income tax return. *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 the address on file with the IRS (normally this will be the address used when the 2011 IRS tax return was filed). 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.*
Student	
	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 the IRS tax return transcript has been submitted to the Seattle University SFS Office.

TAX RETURN NONFILERS (Student) —Complete this section if the student will not file and is not required to file a 2011 income tax return with the IRS.

Check all that apply:

☐ The student (and, if married, the student's spouse) was not employed and had no income from work in 2011.

☐ The student (and/or the student's spouse if married) 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 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	2011 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000.00(example)*	*Yes(example)*

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Student's Name: _____ **SU ID Number:** _____

Section D: Student's Other Information to Be Verified

1. Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. If asked by Seattle University, Student Financial Services Office, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

2. Complete this section if you or your spouse, if married, paid child support in 2011.

☐ Either I, or if married my spouse who is listed in Section B of this worksheet paid child support in 2011. 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 2011 for each child. If asked by Seattle University, 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 2011
Marty Jones	*Chris Smith (example)*	*Terry Jones*	*$6,000.00*

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

Submit this completed and signed worksheet to the Seattle University Student Financial Services Office at the address listed in the header.

Please make a copy of this worksheet for your records.