

2013-14

Verification Worksheet University of Wisconsin Stevens Point

The Department of Education selected your 2013-2014 Free Application for Federal Student Aid (FAFSA) for [verification](http://www.uwsp.edu/finaid/verification/FAFSA.aspx) (<http://www.uwsp.edu/finaid/verification/FAFSA.aspx>), requiring us to review your FAFSA and verify it for accuracy.

Please promptly complete this worksheet, provide all of the required documentation, sign, and return to our office. Failure to do so will prevent you from consideration for financial aid.

Student Information: UWSP ID #**Name:****Address:****City/State/Zip:****Telephone:****Household Information:**

You reported household member(s) on your FAFSA. List their name(s) and additional required information below. Include:

- Your parent(s)/stepparent even if you do not live with your parent(s)/stepparent.
- Your parent(s) child(ren) if your parent(s) will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the child(ren) would be required to provide parental information when completing a FAFSA for 2013-2014. Include child(ren) who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Enrollment status for household member(s), who will be enrolled at least half time in a program that leads to a college degree, diploma, or certificate at any time between July 1, 2013 and June 30, 2014.

If you need more space, attach a separate page that includes the student's name and Student ID number at the top.

Full Name	Relationship to Student	Age	DOB (Mo/Day/Year)	College	Enrolled at least Halftime? (Yes or No)
				UW Stevens Point	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Certification and Signature(s):

Each person signing this worksheet certifies that all of the information reported on it is complete and accurate.

Both the parent who completed the FAFSA and the student must sign.

Student's Signature_____
Date_____
Parent's Signature_____
Date

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

Submit this signed and dated worksheet along with all other required documentation:

UWSP Financial Aid Office
106 Park Student Services Center
Stevens Point, WI 54481

FAX: 715-346-3526
email: finaid@uwsp.edu
Telephone: 715-346-4771

Student's Name: _____ UWSP ID Number: _____

Child Support Paid

One of the parents included in the household, or the student, paid child support in 2012. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2012 for each child.

If more space is needed, provide a separate page that indicates the student's name and ID number at the top.

Name of Person Who Paid Child	Name of Person to Whom Child Support Was Paid	Name of Child for Whom Child Support Was Paid	Amount of Child Support Paid in 2012

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts

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Date

Parent's Signature

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Student's Name: _____ UWSP ID Number: _____

Receipt of SNAP Benefits

The parent(s) certify that a member of the parent(s) household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2011 or 2012. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The parent(s) household includes:

- The student.
- The parent(s) (including a stepparent) even if the student doesn't live with the parent(s).
- The parent(s) other children if the parent(s) will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013-2014. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parent(s) and the parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2011 or 2012.

In 2011 or 2012, did you, your parent(s), or anyone in your parent(s) household receive Food Stamps, Food Share, or Supplemental Nutrition Assistance Program (SNAP) benefits? ☐ Yes ☐ No

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Parent's Signature

Date

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Verification of 2012 IRS Income Tax Return Information
For Tax Filers with Unusual Circumstances

1. If you are required to file a 2012 IRS income tax return and have been granted a filing extension by the IRS you must provide the following documents:
 - A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2012; **and**
 - A copy of IRS Form W-2 for each source of employment income received for tax year 2012 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for 2012.

2. If you filed an amended IRS income tax return for tax year 2012, you must provide **both** of the following:
 - A signed copy of the original 2012 IRS income tax return that was filed with the IRS or a **2012 IRS Tax Return Transcript** (signature not required) for the 2012 tax year, **and**
 - A signed copy of the 2012 IRS Form 1040X, "Amended U.S. Individual Income Tax Return" that was filed with the IRS.

3. If you are victim of IRS identity theft and are unable to obtain a 2012 IRS Tax Return Transcript or use the IRS DRT, you must provide a signed copy of the 2012 paper IRS income tax return that was filed with the IRS and a signed copy of IRS Form 14039 "Identity Theft Affidavit" if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:
 - A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; **or**
 - A copy of a police report if it was filed related to the IRS identity theft.

4. If you filed or will file an income tax return with Puerto Rico, another U.S. Territory (e.g. Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country you must provide a signed copy of that 2012 income tax return(s).

Student's Name: _____ UWSP ID Number: _____

Verification of 2012 Federal Tax Return Information for Student Tax Filers

Instructions: Complete this section if the student filed or will file a 2012 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the web at FAFSA.gov.* In most cases, no further documentation is needed to verify your 2012 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2012 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the 2012 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the 2012 income tax return information is available for the IRS DRT within 8-11 weeks after the 2012 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2012 IRS income tax return information into student's FAFSA.
- ☐ The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2012 IRS income tax return information into the student's FAFSA once the 2012 IRS income tax return has been filed.
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school **2012 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a **2012 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." Use the Social Security Number and date of birth of the first person listed on the 2012 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the the 2012 IRS income tax return). In most cases, for electronic filers, a **2012 IRS Tax Return Transcript** may be requested from the IRS within 2-3 weeks after the 2012 IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the **2012 IRS Tax Return Transcript** may be requested within 8-11 weeks after the 2012 paper IRS income tax return has been accepted by the IRS.

_____ Check here if a **2012 IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2012 IRS Tax Return Transcript(s)** will be provided later.

Certification and Signature(s):

Each person signing this worksheet certifies that all of the information reported on it is complete and accurate. Both the parent who completed the FAFSA and the student must sign.

Student's Signature

Date

Parent's Signature

Date

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Verification of 2012 Income Information for Student Nontax Filers

Check the box that applies:

- If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2012 Amount Earned	IRS W-2 Provided? (If yes, please attach)
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

FAX: 715-346-3526
email: finaid@uwsp.edu
Telephone: 715-346-4771

Student's Name: _____ UWSP ID Number: _____

Verification of 2012 Federal Tax Return Information for Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2012 or had a change in marital status after the end of the 2012 tax year (December 31, 2012).

Instructions: Complete this section if the parent(s) filed or will file a 2012 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the web at FAFSA.gov.* In most cases, no further documentation is needed to verify your 2012 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2012 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the the 2012 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax return: the 2012 income tax return information is available for the IRS DRT within 8-11 weeks after the 2012 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2012 IRS income tax return information into the student's FAFSA.
- ☐ The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2012 IRS income tax return information into the student's FAFSA once the 2012 IRS income tax return has been filed.
- ☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide a **2012 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a **2012 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." Use the Social Security Number and date of birth of the first person listed on the 2012 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the the 2012 IRS income tax return). In most cases, for electronic filers, a **2012 IRS Tax Return Transcript** may be requested from the IRS within 2-3 weeks after the 2012 IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the **2012 IRS Tax Return Transcript** may be requested within 8-11 weeks after the 2012 paper IRS income tax return has been accepted by the IRS.

If the parents filed separate 2012 IRS income tax returns, **2012 IRS Tax Return Transcript(s)** must be provided for both.

_____ Check here if a **2012 IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2012 IRS Tax Return Transcript(s)** will be provided later.

Certification and Signature(s):

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Student's Signature

Date

Parent's Signature

Date

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Student's Name: _____ UWSP ID Number: _____

Verification of 2012 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and are not required to file a 2012 income tax return with the IRS.

Check the box that applies:

- ☐ The parent(s) was not/ were not employed and had no income earned from work in 2012.
- ☐ One or both parent(s) were employed in 2012 and have listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is provided. [Provide copies of all 2012 IRS W-2 forms issued to the parent(s) by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2012 Amount Earned	IRS W-2 Provided? (If yes, please attach)
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

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Student's Signature

Date

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Student's Name: _____ UWSP ID Number: _____

High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2013-2014:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Education Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If state law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If state law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

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Student's Signature

Date

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Telephone: 715-346-4771

Student's Name: _____ UWSP ID Number: _____

Please contact our office at 715-346-4771 to schedule a personal appointment with a financial aid advisor. Please provide one of the following forms of verification of identity at the time of the appointment:

Identity and Statement of Educational Purpose
(To be signed at the Institution)

The student must appear in person at _____ to verify his or her identity by
(Name of Postsecondary Education Institution)

presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state issued ID or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that
(Print Student's Name)

the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending _____ for 2013-2014.

(Name of Postsecondary Education Institution)

(Student's Signature)

(Date)

(Student's ID number)

Certification and Signature(s):

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Student's Signature

Date

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Telephone: 715-346-4771

Student's Name: _____ UWSP ID Number: _____

Identity and Statement of Educational Purpose

(To be signed With Notary)

If the student is unable to appear in person at _____ to verify his or her identity,
(Name of Postsecondary Education Institution)
the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that
(Print Student's Name)
the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending
_____ for 2013-2014.
(Name of Postsecondary Education Institution)

(Student's Signature) (Date)

(Student's ID number)

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and proved to me on the basis of satisfactory
(Printed name of signer)

evidence of identification _____ to be the above named person who signed the
(Type of government-issued photo ID provided)

foregoing instrument.

WITNESS my hand and official seal

(seal)

(Notary's signature)

My commission expires on _____
(Date)

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