

Dependent Verification Instructions

Your application was selected for review in a process called “Verification.” In this process, our office will compare your 2011/2012 FAFSA information to this worksheet and signed copies of student’s and parent(s)’ 2010 Federal tax forms. After completing this review, if there are differences between your FAFSA and your tax documents, we will send corrections, as needed, to the Office of Federal Student Aid. This may change your estimated financial aid offer.

For more information on verification, see our Web page at:
<http://www.csuchico.edu/fa/policies/verification.shtml>.

WHAT YOU NEED TO DO:

1. Collect student’s and parent(s)’ signed federal tax forms (including schedules, if applicable). If you filed a Schedule B, C, D, E, F and K-1 (1065 or 1120S) with your federal tax form, you must attach a copy to your 1040 and submit to our office **OR** if you have filed your 2010 IRS 1040, you may update your FAFSA financial information using the IRS data retrieval tool through www.fafsa.ed.gov by using the “Link to IRS.” You will not be required to submit your tax forms once we receive the retrieved IRS information.
2. Complete, sign, and submit the Verification Worksheet, along with other requested documents listed on your Student Center “To Do List.” - you and at least one parent must sign.
3. You may fax, mail, or deliver this information to our office.
4. Do NOT e-mail, as e-mail is not a secure means of communication.
5. Check your Student Center to verify forms have been received:
 - a. Items submitted by fax should automatically update your Student Center “To Do List” from “requested” to “received” within 72 hours. If you have any questions after 72 hours, please call us. Please do not resend additional copies unless specifically asked to do so.
 - b. Items submitted by mail or delivered to our office should update your Student Center “To Do List” from “requested” to “received” within five weeks. If you have any questions after five weeks, please call us. Please do not submit additional copies unless specifically asked to do so.
7. You must submit all requested items on your “To Do List” by June 1st in order to have your file complete for the first fall disbursement.
8. Check your Student Center on a weekly basis after your forms show as received. If we need any additional information, it will show up on your “To Do List.” It takes approximately eight weeks to complete your verification after all documents have been received.

CAREFULLY READ INSTRUCTIONS FOR THE INFORMATION REQUESTED. DO NOT LEAVE ANY BLANKS. IF YOUR ANSWER IS ZERO, YOU MUST ENTER “0”.

IF YOU SUBMIT A WORKSHEET THAT IS MISSING INFORMATION OR REQUIRED SIGNATURES, YOUR FILE WILL BE INCOMPLETE. THIS WILL DELAY PROCESSING YOUR FINANCIAL AID A MINIMUM OF 8 WEEKS.

RETURN TO: Student Services Ctr. 250 Financial Aid and Scholarship Office Chico, CA 95929-0705 Phone: 530-898-6451 Fax: 530-898-6883 E-mail: finaid@csuchico.edu Web site: www.csuchico.edu/fa	Last Name:	First Name:
	Address:	City State Zip
	Chico State ID:	Date of birth: MM/DD/YYYY
	E-mail:	Phone:

Family Information

List the people in your parent(s)' household, including:

- Yourself
- Your parent(s) (**including stepparent**) even if you don't live with your parents. To determine parent(s) to include in household, view: <http://www.csuchico.edu/fa/steps/applyNew.shtml>
- Your parent(s)' other children, even if they don't live with your parents, if
 - (a) Your parents will provide more than half of their support from July 1, 2011 through June 30, 2012, or
 - (b) The children would be required to provide parental information when applying for Federal Student Aid (not born before January 1, 1988), and
- Other people if they now live with your parents, and your parents 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.

Print the names of all household members in the space(s) below. Also print the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2011 and June 30, 2012, were not born before January 1, 1988, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College/University (Do not list colleges being attended by parents)	Chico State ID (if applicable)
Example: <i>Margaret Smith</i>	<i>19</i>	<i>Sister</i>	<i>California State University, Chico</i>	<i>00000000</i>
		<i>Self</i>		

Tax Forms and Income Information

1. If you update your FAFSA information using the IRS data retrieval tool through www.fafsa.ed.gov, you will not be required to submit your IRS 1040 (including schedules). If you do not choose this option, you will be required to submit your 2010 tax forms.
2. Tax returns include the **2010 IRS Form 1040** (including schedules, as applicable), **1040A**, **1040EZ**, a tax return from Puerto Rico or a foreign tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an official IRS form called a **Tax Account Transcript**. Free transcripts may be requested at 800-829-1040 or <http://www.irs.gov>.

Please check and complete the appropriate information below.

Student: Check here if you will not file and are not required to file a U.S. Income Tax return. If you did not file, indicate your total earnings for 2010: \$. **If your answer is zero, you must enter "0."**
 Check here if you have updated your FAFSA information using the IRS data retrieval tool through www.fafsa.ed.gov
 Check here if you are attaching a **signed** copy of your tax return.

Parent: Check here if your parent(s)/stepparent will not file and are not required to file a U.S. Income Tax return. If they did not file, indicate parent total earnings for 2010: \$. **If the answer is zero, you must enter "0."**
 Check here if your parent(s) has/have updated their FAFSA information using the IRS data retrieval tool through www.fafsa.ed.gov
 Check here if you are attaching a **signed** copy(ies) of your parent(s)' tax return(s).

If household earning/income was zero, list all sources of support in 2010:

Sources	2010 Support
	\$
	\$

PRINT

Last Name

First Name

Chico ID

Federal Benefits

In 2009 and 2010, did anyone in your parent(s)' household receive one or more of the following federal benefits?

Please check all that apply.	
<input type="checkbox"/> Supplemental Security Income (SSI)	<input type="checkbox"/> Temporary Assistance for Needy Families (TANF)
<input type="checkbox"/> Food Stamps	<input type="checkbox"/> Nutrition Program for Women, Infants, Children (WIC)
<input type="checkbox"/> Free or Reduced Price School Lunch	<input type="checkbox"/> Did you receive financial aid January-December 2010?

Other Income

Did you (student) or your parents have any of the following income in 2010?

Use Parents' Column for the student's parents. Use Student Column for the student. Please check all that apply and include amounts where applicable. If the answer is zero, you must enter "0."		
PARENTS' (FAFSA #91)	2010 Additional Financial Information	STUDENT'S (FAFSA #43)
\$	a. Hope and Lifetime Learning education credits from IRS Form 1040--line 49, or 1040A—line 31.	\$
\$	b. Child support paid because of divorce or separation or as a result of a legal requirement	Not applicable
\$	c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships/assistantships.	\$
\$	d. Grant and scholarship included in the Adjusted Gross Income on your 2010 tax form. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships/assistantships.	\$
\$	e. Taxable combat pay or special combat pay reported in AGI. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	Not applicable
\$	f. Cooperative Education Earnings	\$
TOTAL \$		TOTAL \$
PARENTS' (FAFSA #92)	2010 Untaxed Income	STUDENT'S (FAFSA #44)
\$	a. Payments to tax-deferred pensions & savings (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S.	\$
\$	b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 –line 28 +line 32, or 1040A –line 17.	\$
\$	c. Child support received for all children. Don't include foster care or adoption payments.	\$
\$	d. Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b.	\$
\$	e. Untaxed portions of IRA distributions from IRS Form 1040 –lines (15a minus 15b), or 1040A lines (11a minus 11b). Exclude rollovers. If negative, enter zero ("0").	\$
\$	f. Untaxed portions of pensions from IRS Form 1040, lines (16a minus 16b), or 1040A, lines (12a minus 12b). Exclude rollovers. If negative, enter zero ("0").	\$
\$	g. Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	h. Veterans' noneducation benefits (such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances).	\$
\$	i. Other untaxed income not reported, such as workers' comp, disability, etc. Also include the first-time homebuyer tax credit and making work pay tax credit. Don't include student aid, EIC, additional child tax credit, welfare payments, untaxed Social Security benefits, SSI, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	j. Money received (e.g. gifts) or paid on your behalf (e.g. bills) not reported elsewhere on this form.	\$
TOTAL \$		TOTAL \$

Required Signatures

By signing this worksheet, we certify that all the information reported is complete and correct. The student and at least one parent must sign and date.

Student _____ Date _____

Parent _____ Date _____

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