

Independent 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 spouse’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 (and spouse) 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.”
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 household, including:
<ul style="list-style-type: none"> • Yourself and your spouse if you have one, and • Your 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, and • 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 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 who will be attending 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	Age	Relationship	College/University (Do not list colleges being attended by parents)	Chico State ID (if applicable)
Example: <i>Margaret Smith</i>	<i>24</i>	<i>Spouse</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 information.
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: <input type="checkbox"/> 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: \$ <input type="text"/> . If your answer is zero, you must enter "0." <input type="checkbox"/> Check here if you have updated your FAFSA information using the IRS data retrieval tool through www.fafsa.ed.gov <input type="checkbox"/> Check here if you are attaching a signed copy of your tax return.
Spouse: <input type="checkbox"/> Check here if your spouse will not file and is not required to file a U.S. Income Tax return. If they did not file, indicate (if you are parent total earnings for 2010: \$ <input type="text"/> . If the answer is zero, you must enter "0." Married) <input type="checkbox"/> Check here if your spouse has updated their FAFSA information using the IRS data retrieval tool through www.fafsa.ed.gov <input type="checkbox"/> Check here if you are attaching a signed copy of your spouse's tax return.

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 household receive one or more of the following federal benefits?

Table with 2 columns and 4 rows for Federal Benefits. Includes checkboxes for Supplemental Security Income (SSI), Food Stamps, Free or Reduced Price School Lunch, Temporary Assistance for Needy Families (TANF), Nutrition Program for Women, Infants, Children (WIC), and Did you receive financial aid January-December 2010?

Other Income

Did you or your spouse, if you are married, have any of the following income in 2010?

Large table for Other Income with two main sections: 2010 Additional Financial Information and 2010 Untaxed Income. Each section has a 'STUDENT'S (FAFSA #...)' column and a description column. Includes a 'TOTAL \$' row at the end of each section.

Required Signatures

By signing this worksheet, we certify that all the information reported is complete and correct. Spouse signature is optional.

Student _____ Date _____

Spouse _____ Date _____

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