

Your application was selected for review in a process called “Verification.” In this process, your school will be comparing information from your application with signed copies of your and your parent(s)’ 2010 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

3. Complete and sign the worksheet – you and at least one parent.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You may need to make corrections electronically or by using your SAR.

Complete this verification form and submit it to our Financial Aid office as soon as possible, so that your financial aid won’t be delayed. Your financial aid administrator will help you.

Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668).

WHAT YOU SHOULD DO:

1. Collect your and your parent(s)’ financial documents (signed Federal 1040 tax forms, W-2 forms, etc.)
2. Talk to your financial aid administrator if you have questions about completing this worksheet.

Either mail this form, and required supporting documentation, OR fax it to:

Mercy College Financial Aid Office
921 6th St Suite A
Des Moines, IA 50309
Fax: 515-643-6747

A. Student Information

Last name	First name	M.I.	Social Security Number
Address (include apt. no.)			Date of Birth
City	State	ZIP Code	Phone number (include area code)

B. Family Information

List the people in your **parents’ household**, include:

- yourself and your parent(s) (including stepparent) even if you don’t live with your parents, and
- your parents’ other children, even if they don’t live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2011 through June 30, 2012, or (b) the children will be required to provide parental information when applying for Federal Student Aid, 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.

Write names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding parent(s), who will be attending college 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 additional space, attach a separate page.

Full Name	Age	Relationship	College
Missy Jones (example)	18	Sister	XYZ University
		SELF	

Dependent 2011-2012 Verification Worksheet Federal Student Aid Programs

C. Tax Forms and Income Information

All tax filers must submit a signed copy of all 2010 federal 1040 income tax returns. If you **DID NOT KEEP A COPY** of your tax return, you must request a copy from the IRS by calling 1-800-829-1040. **CHECK THE BOX for those people who DID NOT and ARE NOT REQUIRED to file a 2010 federal income tax return.** Non filers must list below your employer(s) and any income received in 2010 (use W-2 forms or other earnings statements).

You Your father (step) Your mother (step)

Name of Employer	STUDENT Amount	PARENT(s) Amount

Both tax filers and non-tax filers must list any untaxed income received in 2010. **Failure to complete this section will delay the processing of your financial aid.**

Calendar Year 2010	Student	Parent
Question #43 and #91 on FAFSA		
a. Education credits (Hope/Lifetime Learning tax credits) from IRS Form 1040 line 49 or 1040A line 31.		
b. Child support PAID because of divorce or separation or as result of a legal requirement. Don't include support for children in your household, as reported in question 72.		
c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.		
d. Student grant/scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.		
e. Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay.		
f. Earnings from work under a cooperative education program offered by a college.		
Question #44 and #92 on FAFSA		
a. Payments to tax-deferred pensions/savings plans (paid directly or withheld from earnings) including, but not limited to, amounts on W-2 Form Box 12a-12d, codes D, E, F, G, H, & S.		
b. IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040 sum of lines 28 + 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 a zero here.		
f. Untaxed portions of pensions from IRS Form 1040 – lines (16a minus 16b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.		
g. Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.		
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 on this worksheet, such as worker's compensation, disability, etc. Also include the 1 st time homebuyer tax credit from IRS form 1049 line 67. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, 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, or paid on your behalf (e.g., bills), not reported elsewhere on this form.		

D. Signatures

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct. At least one parent must sign. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student Signature

Date

Parent Signature

Date