

2013-14 Verification Worksheet

Independent Student

(V1, V5)



TSU ID: T_____

Your 2013-14 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, we ask you to confirm the information you and your spouse, if applicable, reported on your FAFSA. We 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. Complete and sign this worksheet, attach any required documents, and submit the form and other required documents to us. We may be required to request additional information to resolve conflicting information.

A. Student's Information

Student's Last Name		Student's First Name		Student's M.I.		TSU ID Number		
Student's Street Address (include apt. no.)						Student's Date of Birth		
City			State		Zip Code		Student's E-mail Address	
Student's Home Phone Number (include area code)					Student's Alternate or Cell Phone Number			

B. Student's Number of Household Members and Number in College:

List below the people in the student's household.

- **Student**
- **Spouse**, if the student is married.
- **Student's or spouse's children** if the student or spouse will provide **more than half of their support** from July 1, 2013 through June 30, 2014.
- **Other people**, if they now live with the student and the student or spouse provide **more than half of their support** and will continue to provide **more than half of their support** through June 30, 2014.

For any household member, who will be enrolled, at least half time in a degree, diploma or certificate program at an eligible postsecondary educational institution any time between July 1, 2013, and June 30, 2014, include the name of the college. If more space is needed, provide a separate page with the student's names and ID number at the top.

[illegible]

C. Verification of 2012 IRS Income Tax Return Information for Student Tax Filer

Instructions: Complete this section if the student and spouse 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 the FAFSA on the Web at FAFSA.gov.*** You must wait at least 2-3 weeks after the 2012 electronic IRS income tax return has been accepted by the IRS. If you filed a paper return, you must wait at least 8-11 weeks after the income tax return has been received by the IRS.

Check the box that applies:

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer IRS income tax return information into the student's FAFSA. Date used: _____ (if known).
- ☐ 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. Approximate date tax return will be filed: _____.
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2012 IRS Tax Return Transcript**. A Tax Account Transcript is NOT acceptable.

☐ Check here if the **IRS Tax Return Transcript** is being submitted with this form.

☐ Check here if the **IRS Tax Return Transcript** will be provided later.

[Instructions on how to obtain an IRS Tax Return Transcript are available at: www.tnstate.edu/finaid.]

D. Verification of 2012 IRS Income Information for Student/Spouse Not Required to File

Instructions: Complete the section as it applies to student and spouse, if the student and/or spouse will not and is not required to file a 2012 income tax return with the IRS.

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2012.
- ☐ The student's spouse was not employed and had no income earned from work in 2012.
- ☐ The student and/or spouse was employed in 2012. **Complete section below/submit W-2s.**

Submit a copy of all 2012 IRS W-2 forms issued to the student/spouse from employer(s). List the names of all employers, the amount earned from each employer in 2012 and whether an IRS W-2 form is provided with this worksheet. List all employers even if the employer did not issue an IRS W-2 form. If an employer did not provide a W-2, submit a signed statement (preferably on letterhead) from the employer verifying the total 2012 earnings and explaining the absence of a W-2.

[illegible]

TSU ID: T _____ Student's Name: _____

E. Verification of Child Support Paid

Complete this section if the student or spouse **paid** child support in 2012. List below the names of the person(s) who paid the child support, the names of the person(s) 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.

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 2012

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

Documentation from the court, if payments are required to be paid through the court.

A statement from the individual receiving the child support clarifying the amount received in 2012.

Copies of child support payment checks or money order receipts.

F. Receipt of SNAP (formerly known as Food Stamps Program) Benefits

The student certifies that a member of the student's household (listed in Section B), received benefits from the Supplemental Nutrition Assistance Program or SNAP 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).

- ☐ **Yes**, a member of the student's household received SNAP Benefits during 2011 or 2012.
- ☐ **No**. No member of the student's household received SNAP Benefits during 2011 or 2012.

G. Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student must sign and date.

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

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

RETURN by fax to: (615) 963-7540

RETURN by mail to:

**Tennessee State University
Office of Financial Aid
3500 John A. Merritt Blvd
Nashville, TN 37209**