



Office of Financial Aid
1700 Dogwood Mile, Laurinburg, NC 28352
Fax: (910) 277-5206

VERIFICATION Checklist Dependent Student

We have received your FAFSA (Free Application for Federal Student Aid). Your application has been selected for review in a process called **verification**. We will be comparing information from your FAFSA application with the information we have requested below to check for any errors that may have been made. **We cannot make any financial aid awards to the student until verification has been completed.** Please provide this office with the following documents. **We can accept faxed copies @ (910) 277-5206.**

WE WILL NEED THE FOLLOWING DOCUMENTS BEFORE WE CAN EMAIL OUT AN AWARD PACKAGE TO THE STUDENT:

- _____ Copies of your 2013 IRS Tax Return Transcript
- _____ Copies of all 2013 W-2's
- _____ Copies of your parents' 2013 IRS Tax Return Transcript
- _____ Copies of all 2013 W-2's.
- _____ **Completed and signed Verification worksheet (attached). The student and one parent must sign this form.**

Please **DO NOT** send us your 2013 IRS IncomeTax Return as we CANNOT accept that form.

Once this office has received the information if there are discrepancies, we will submit a correction to your FAFSA for your information to be reprocessed.

Please provide this information ***as soon as possible***. Failure to provide this information will result in your financial aid not being processed prior to the first day of school; ***therefore you will be responsible for paying the entire bill for that semester.***

QUESTIONS:

Shawn Caulder: Email: CaulderSM@sapc.edu Phone: 910-277-5561
Sheri Mims: Email mimsss@sapc.edu Phone: 910-277-5560

C. Tax Return Status

Have you, **the student**, filed a 2013 IRS Income Tax Return, or do you intend to file?

- YES:** I will request and submit an IRS Tax Return Transcript. (Go to <http://www.irs.gov/Individuals/Get-Transcript> or call 1-800-908-9946 or 1-800-829-1040).
- NO:** I will not file and I am not required to file a 2013 IRS Income Tax Return, as my income was less than the required minimum. If "no", list any income received in 2013 on the table below and attach your W-2. If zero, put "N/A". Please provide our office with a letter from the IRS stating that you were not required to file a 2013 IRS Income Tax Return if the income amount exceeds the minimum filing requirement as defined by the I.R.S.

Have you, **the parent**, filed a 2013 Federal Tax Return, or do you intend to file?

- YES:** I will request and submit a IRS Tax Return Transcript. (Go to <http://www.irs.gov/Individuals/Get-Transcript> or call 1-800-908-9946 or 1-800-829-1040).
- NO:** I will not file and I am not required to file a 2013 IRS Income Tax Return, as my income was less than the required minimum. If "no", list any income received in 2013 on the table below and attach your W-2. If zero, put "N/A". Please provide our office with a letter from the IRS stating that you were not required to file a 2013 IRS Income Tax Return if the income amount exceeds the minimum filing requirement as defined by the I.R.S.

Employer's Name	2013 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

D. Parent's Other Information to Be Verified

- One of the persons listed in Section B of this worksheet received Supplemental Nutrition Assistance Program (**SNAP**) benefits in 2012 and/or 2013. (These benefits were formerly known as food stamps).
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 2012 or 2013.
- One (or both) of the student's parents listed in Section B of this worksheet **paid child support in 2013**. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2013 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	Address of Child	Amount of Support Paid in 2013
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>220 North Camden St Wingate NC 28174</i>	<i>\$6,000.00</i>

E. Additional Financial Information

Both tax filers and non-tax filers must list any untaxed income received in 2013. **Be sure to enter zeros if no funds were received.**

Student	Question	Calendar Year 2013	Question	Parent
	44 a	Education Credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040 - Line 49 OR 1040A - Line 31.	93 a	
	44 c	Taxable earnings from need-based employment programs, such as Federal Work Study and need-based employment portions of fellowships and assistantships.	93 c	
	44 d	Taxable Student grant and scholarship aid reported to the IRS in your Adjusted gross income (AGI).	93 d	
	44 e	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Don't include untaxed combat pay reported on the W-2 (Box 12, Code Q).	93 e	
	44 f	Earnings from work under a cooperative education program offered by a College.	93 f	

Untaxed Income

Student	Question	Calendar Year 2013	Question	Parent
	45 a	Payments to tax-deferred pension and savings plans, 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.	94 a	
	45 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.	94 b	
	45 c	Child support RECEIVED for any of your children. Don't include foster care payments, adoption payments, or any amount that was court ordered but not actually paid.	94 c	
	45 d	Tax exempt interest income from IRS form 1040 – Line 8b OR 1040A – Line 8b.	94 d	
	45 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.	94 e	
	45 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.	94 f	
	45 g	Housing, food, and other living allowances paid to members of the military, clergy and others which includes payments and/or the cash value of benefits received. Don't include the value of on-base military housing or the basic military allowance for housing.	94 g	
	45 h	Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances. Don't include federal veterans educational benefits, such as: Montgomery GI Bill, Dependents Education Assistance, VEAP Benefits, Post-9/11, etc.	94 h	
	45 i	Other untaxed income not reported in questions (a-h), such as Worker's compensation, disability, etc. Also include: the untaxed portions of health savings accounts from IRS form 1040 –line 25. Don't include Extended foster care benefits, Student Aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), Untaxed Social Security benefits, Supplemental Security Income (SSI), combat pay, on-base military housing or a military housing allowance, etc.	94 i	

F. Monies received or paid on your behalf

List any money received or paid on your behalf (e.g. payment of bills) and not reported elsewhere on this form. Enter the total amount of cash support you received in 2013. Include support from a parent whose information was not reported on your 2014-2015 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utilities, etc., for you or gives cash, gift cards, etc. include the amount of that person's contributions. Amounts paid on your behalf also include any distributions from a 529 plan owned by someone other than yourself or parent, such as grandparents, and aunts and uncles of the student.

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2013

G. Asset Verification

Please enter the asset amounts below. This is a snapshot of the information as of the time you completed your FAFSA.

	Student	Parent
Total current balance of cash, savings and checking accounts.	\$	\$
Net worth of investments, including real estate (do not include the home you live in).	\$	\$
Net worth of current businesses and/or investment farms (not family farm/business).	\$	\$

H. High School Completion Status

Attach one of the following documents to certify that the student has completed high school:
(Please indicate which document you have attached)

- Copy of the student's high school diploma
- Copy of the high school transcript that includes the date that the high school diploma was awarded
- Copy of one of the recognized equivalents of a high school diploma:
 - General Education Development certificate
 - Certificate recognized by the state as an equivalent to a diploma
 - Academic transcript that shows the successful completion of at least a two year program acceptable for full credit towards a bachelor's degree
- Copy of the high school completion for home schooled students:
 - Transcript or the equivalent, signed by the parent or guardian, that lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school education
 - A secondary school completion credential for home school provided for under State law

IF THESE DOCUMENTS ARE REQUIRED, PLEASE MAKE SURE YOU HAVE INCLUDED THEM WITH THIS WORKSHEET

- 2013 IRS TAX RETURN TRANSCRIPT (for the student and parent(s))
- 2013 W-2 FORMS (for the student and parent(s))

I. Certification and Signatures

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

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

The student and one parent must sign and date.

By signing this form, I (we) also authorize St. Andrews University to make any necessary changes to the originally reported FAFSA information during the Verification process.

Student's Signature

Date

Parent's Signature

Date

You should make a copy of this worksheet and your I.R.S. Tax Return Transcript for your records.

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to: St. Andrews University
Office of Financial Aid
1700 Dogwood Mile
Laurinburg, NC 28352
910-277-5560
910-277-5206 (fax)
finaid@sapc.edu (email)