



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 **2012 IRS Tax Transcript**
- \_\_\_\_\_ Copies of all **2012 W-2's**
- \_\_\_\_\_ Copies of your parents' **2012 IRS Tax Transcript**
- \_\_\_\_\_ Copies of all **2012 W-2's.**
- \_\_\_\_\_ **Completed and signed Verification worksheet (attached). The student and one parent must sign this form.**

Please **DO NOT** send us your 2012 Tax 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**

## 2013-2014 Verification Worksheet - Dependent Student

Your 2013-2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. This process compares data from your FAFSA with this form, 2012 IRS Tax Return Transcripts, 2012 W-2 Form(s), and any other requested information for both you and your parent(s). If you are selected for verification, **you MUST obtain a IRS Tax Return Transcript from the IRS and submit it to our office.** You may request a transcript at [www.irs.gov](http://www.irs.gov), by calling the IRS automated system at 1-800-908-9946 or by contacting the IRS at 1-800-829-1040. **We will not be able to finalize your financial aid package until all verification documents requested have been received.** You and at least one parent must complete and sign this worksheet, attach any required documents, and return them to the Financial Aid Office using the address, FAX #, or email address listed on page 4 of this document.

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Cell Phone Number

### B. Dependent Student's Family Information

List below the people in the student's and their parent(s)' household. Include:

- **Yourself and your parent(s)** (including a stepparent) even if the student didn't live with their parent(s).
- **Your parent(s)' other children** if your parent(s) will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013-2014. Include children who meet either of these standards, even if they do not live with your parent(s).
- **Other people** if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013, and June 30, 2014. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	St. Andrew University	Yes
		Self	St. Andrews University	

**C. Tax Return Status**

Have you, **the student**, filed a 2012 Federal Tax Return, or do you intend to file? (or if married, filed jointly)

- YES:** I will request and submit a Federal Tax Return Transcript. (Go to [www.IRS.gov](http://www.IRS.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946).
- NO:** I will not file and I am not required to file a 2012 IRS Tax Return, as my income was less than the required minimum. If "no", list any income received in 2012 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 2012 IRS Tax Return if the income amount exceeds the minimum filing requirement as defined by the I.R.S.

Have you, **the parent**, filed a 2012 Federal Tax Return, or do you intend to file?

- YES:** I will request and submit a IRS Tax Return Transcript. (Go to [www.IRS.gov](http://www.IRS.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946).
- NO:** I will not file and I am not required to file a 2012 IRS Tax Return, as my income was less than the required minimum. If "no", list any income received in 2012 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 2012 IRS Tax Return if the income amount exceeds the minimum filing requirement as defined by the I.R.S.

Employer's Name	2012 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 2012. These benefits were formerly known as food stamps. You must provide documentation from DHS if benefits were received in 2011 or 2012. A printout from the web site or a copy of your SNAP card will be accepted as documentation.
- One (or both) of the student's parents listed in Section B of this worksheet **paid child support in 2012**. 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 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	Address of Child	Amount of Support Paid in 2012
<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 2012. Be sure to enter zeros if no funds were received.

Student	Question	Calendar Year 2012	Question	Parent
	<b>43 a</b>	Education Credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040 - Line 49 OR 1040A - Line 31	<b>91 a</b>	
	<b>43 c</b>	Taxable earnings from need-based employment programs, such as Federal Work Study and need-based employment portions of fellowships and assistantships	<b>91 c</b>	
	<b>43 d</b>	Taxable Student grant and scholarship aid reported to the IRS in your Adjusted gross income (AGI).	<b>91 d</b>	
	<b>43 e</b>	Combat pay or special combat pay. <i>Only enter the amount that was taxable and included in your adjusted gross income. Do not include untaxed combat pay reported on the W-2 (Box 12, Code Q).</i>	<b>91 e</b>	
	<b>43 f</b>	Earnings from work under a cooperative education program offered by a College.	<b>91 f</b>	

**Untaxed Income**

Student	Question	Calendar Year 2012	Question	Parent
	<b>44 a</b>	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.	<b>92 a</b>	
	<b>44 b</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.	<b>92 b</b>	
	<b>44 c</b>	Child support RECEIVED for any of your children. Don't include foster care or adoption payments.	<b>92 c</b>	
	<b>44 d</b>	Tax exempt interest income from IRS form 1040 – Line 8b OR 1040A – Line 8b	<b>92 d</b>	
	<b>44 e</b>	Untaxed portions of IRA distributions from IRS form 1040 – Lines (15a minus 15b) OR 1040A – Lines (11a minus 11b) Excludes Rollovers. If negative, enter a zero.	<b>92 e</b>	
	<b>44 f</b>	Untaxed portions of pensions from IRS Form 1040 – Lines (16a minus 16b) OR 1040A - Lines (12a minus 12b)	<b>92 f</b>	
	<b>44 g</b>	Housing, food, and other living allowances paid to members of the military, Do not include the value of on-base clergy, and others, Do not include the value of on-base military housing or the basic military allowance for housing.	<b>92 g</b>	
	<b>44 h</b>	Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances	<b>92 h</b>	
	<b>44 i</b>	Other untaxed income not reported in questions (a-h), such as Worker's compensation, disability, etc. Do include first-time homebuyer tax credit from IRS form 1040 – line 67 (Don't include: *Untaxed Social Security benefits, *Supplemental Security Income (SSI), Combat Pay, student aid, earned income credit, welfare payments, etc)	<b>92 i</b>	
	<b>44 j</b>	Money received, or paid on your behalf, not reported elsewhere on this form. (ie, Bills)	<b>92 j</b>	

**F. 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).	\$	\$

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

- 2012 IRS TAX TRANSCRIPT (for the student and parent(s))
- 2012 W-2 FORMS (for the student and parent(s))
- DOCUMENTATION OF SNAP BENEFITS (Food Stamps)

**G. 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 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](mailto:finaid@sapc.edu) (email)**