

**Financial Aid Office**

P.O. Box 14007 • Salem, OR 97309  
503.399.5018 • Fax 503.399.5528



Student Name: \_\_\_\_\_ Student ID Number: K \_\_\_\_\_

**Dependent Verification Worksheet 2012-2013**

**DVERF2**

**Student Information and Instructions**

**You must complete ALL of this worksheet or it will be returned to you; this will delay the processing of your application.**

You were selected for review in a process called "Verification." In this process, we will compare information from your and your parent's FAFSA with your and your parent's 2011 IRS Tax Transcripts, W-2 forms, or other financial documents. The law states 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, we may need to correct your Student Aid Report (SAR). To avoid delays in the processing of your financial aid, complete the Verification process as soon as possible.

**Number in Household and College**

List the people in your parent's household, you should include:

- Yourself (even if you no longer live at home)
- Your parent(s)
- Your siblings, if your parents will provide more than half of their support between July 1, 2012 and June 30, 2013, even if they do not live at home or are under 24 and would be required to use parent information if they filed a FAFSA.
- Other people: List any other person living with your parent, **only if** your parent provides more than half of their support and will continue to do so from July 1, 2012 to June 30, 2013. **Do not** include children for whom your parent pays child support, foster children, roommates, and others who have their own income.

Include name of the college if anyone listed will be attending at least half-time between July 1, 2012 and June 30, 2013. If you need more space, attach a separate page

Full Name of Family Member	Age	Relationship	List the Name of College Attending
		Self	

**Food Stamps**

In 2010 or 2011, did you, your parent or anyone in your household receive Food Stamps?

- No
- Yes

Student Name: \_\_\_\_\_ Student ID Number: **K** \_\_\_\_\_

## Student Tax and Income Information

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### New for 2012-2013

Financial Aid can no longer accept a personal copy of a federal tax return. You must either use the IRS data retrieval match on the FAFSA application or request a **Tax Return Transcript** from the IRS. This can be done at your local IRS office, by phone at 800.908.9946 or online at [www.irs.gov](http://www.irs.gov). If you filed an amended return, you must also request an **Account Transcript** from the IRS.

If you are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the web, you must submit to the school your 2011 IRS tax return transcript(s). **We cannot accept a tax return. It must be an official IRS transcript. (4506-T).**

#### Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool. *Your school will use the IRS information that was transferred in the verification process.*
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2011 IRS income information into my FAFSA once I have filed my 2011 IRS tax return.
- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to your school later. **Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.**

### **Complete section below only if you did not file a tax return for 2011.**

**Tax Return Non-Filers** – Complete this section if you, the student will not file and are not required to file a 2011 income tax return with the IRS.

#### Check the box that applies:

- The student was not employed and had no income earned from work in 2011.
- The student was employed in 2011 and has listed below the names of all employers, the amount earned from each employer in 2011, and if an IRS W-2 form is attached. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and student ID number at the top.

Employer's Name	2011 Amount Earned	IRS W-2 Attached?

Student Name: \_\_\_\_\_ Student ID Number: **K** \_\_\_\_\_

## Parent Tax and Income Information

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### New for 2012-2013

Financial Aid can no longer accept a personal copy of a federal tax return. You must either use the IRS data retrieval match on the FAFSA application or request a **Tax Return Transcript** from the IRS. This can be done at your local IRS office, by phone at 800.908.9946 or online at [www.irs.gov](http://www.irs.gov). If you filed an amended return, you must also request an **Account Transcript** from the IRS.

If you are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the web, you must submit to the school your 2011 IRS tax return transcript(s). **We cannot accept a tax return. It must be an official IRS transcript. (4506-T) for you and your spouse if married.**

#### Check the box that applies:

- I, the parent, have used the IRS Data Retrieval Tool. *Your school will use the IRS information that was transferred in the verification process.*
- I, the parent, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2011 IRS income information into my FAFSA once I have filed my 2011 IRS tax return.
- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to your school later. **Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.**

### **Complete section below only if you did not file a tax return for 2011.**

**Tax Return Non-Filers** – Complete this section if you, the parent (and, if married, your spouse), will not file and are not required to file a 2011 income tax return with the IRS.

#### Check the box that applies:

- The parent and/or spouse were not employed and had no income earned from work in 2011.
- The parent and/or spouse were employed in 2011 and have listed below the names of all employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and student ID number at the top.

Employer's Name	2011 Amount Earned	IRS W-2 Attached?

Student Name: \_\_\_\_\_ Student ID Number: **K** \_\_\_\_\_

### Untaxed Income

Complete this section listing the yearly amount received. If you do not have an amount to report, you must enter zero (0).

Parent	Student	2011 Other Income
		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).
		Child support received. Do not include foster care or adoption payments.
		Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include on-base military housing or a basic military allowance for housing.
		Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study.
		Other untaxed income not reported above, such as workers' compensation, disability, first time homebuyers tax credit, etc. List source: _____
		Money received or paid on your behalf (e.g., bills), and not reported elsewhere on this form. List source: _____

### Child Support Paid

Indicate the amount of child support that you (Parent) or your spouse paid to another person or agency during the 2011 calendar year. Do not include support for children that you also included in your household information.

PARENT	SPOUSE
List the name(s) of child(ren) for whom you pay support:	List the name(s) of child(ren) for whom you pay support:
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
Amount of Child Support Paid in 2011 \$ _____	Amount of Child Support Paid in 2011 \$ _____
Who support was paid to: _____	Who support was paid to: _____

By signing this verification worksheet, I certify all information provided is accurate and complete.

**Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. If this worksheet is not complete it will be returned to you, this will delay the processing of your application.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Return all documents to:** Chemeketa Community College  
 Financial Aid Office  
 PO Box 14007  
 Salem, OR 97309-7070

**Fax:** 503.399.5528  
**Email:** [financialaid@chemeketa.edu](mailto:financialaid@chemeketa.edu)