



Office of Financial Aid
 P.O. Box 647
 Immaculata, PA 19345
 E-mail: fnaid@immaculata.edu

2011-2012 Verification Worksheet

Why You Have Received This Form

Your application was selected for review in a process called "Verification." In this verification process, we will be comparing information from your financial aid application with signed copies of your, your spouse's (if married) or your parents' (if you are dependent) **2010** Federal tax forms, schedules and other financial documents. Federal regulations require us to collect this information before disbursing federal aid. If there are differences between your application information and the verification documents, we will make the corrections and send the required changes electronically to the federal student aid processor to have your information reprocessed.

What You Should Do Now

- Collect signed copies of your and your spouse's (if married) or your parents' (if dependent) **2010** federal tax forms and schedules. If you need to request a copy of your tax forms, call the IRS at 1-800-829-1040.
- Read instructions carefully and complete and sign the worksheet. If you are a dependent student,* please make sure your parent also signs the worksheet. If you are an independent student,** please make sure your spouse signs the worksheet.
 - Dependent students complete: A, B, C, D, E, and F
 - Independent students complete: A, B, C, E, and F
- Mail the completed worksheet and any other documents that we have requested to the Financial Aid Office at the address above.

Section A Student Information

Last Name	First Name	M.I.	Social Security Number	Immaculata ID
E-mail address		Telephone number where you can be reached		

Section B Family Information

List the people in your household that will be provided more than half of their support from July 1, 2011 to June 30, 2012:

If Dependent Student* check here and include:

- Yourself and your parents you live with (include stepparent)
- Your parents' dependent children, if your parents will provide more than half of their support or if the children would be required to provide parent information applying for federal aid

If Independent Student check here and include:**

- Yourself and your spouse (if married)
- Your dependent children, if you will provide more than half of their support

Include other people as part of your household only if they now live with you (if independent) or your parents (if dependent) **and** you or 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.

*A Student is considered dependent if they were required to provide parental data on the Free Application for Federal Student Aid
 **A Student is considered independent if they are not required to provide parental data on the Free Application for Federal Student Aid

Full Name	Age	Relationship	College	SSN <small>if enrolled in college</small>	Date of Birth <small>if enrolled in college</small>
		Self	Immaculata University		

Section C Student and Spouse (if married) Tax Forms and Income Information

1. Check **one** of the appropriate boxes below:

I/we have enclosed the **signed** tax forms***

I/we certify that I/we did not file, will not file, and am not required to file a 2010 US Income Tax Return

2. If you did not file and are not required to file a 2010 US Income Tax Return, list below your employer(s) and any income received in 2010 (use the W2 Form or other earnings statements if available). **Do Not Leave This Blank.**

Sources	2010 Amount Earned
	\$
	\$

Section D Parent(s)' Tax Forms and Income Information for Dependent Students

1. Check one of the appropriate boxes below:

I/we have enclosed the **signed** tax forms***

I/we certify that I/we did not file, will not file, and am not required to file a 2010 US Income Tax Return

2. If you did not file and are not required to file a 2010 US Income Tax Return, list below your employer(s) and any income received in 2010 (use the W2 Form or other earnings statements if available). **Do Not Leave This Blank.**

Sources	2010 Amount Earned
	\$
	\$

***Tax forms include the 2010 US IRS Forms 1040, 1040A, 1040EZ, 1040TeleFile, Puerto Rico tax return, or foreign tax return, including all pages and all schedules.

Section E Untaxed Income and Benefits and Income Exclusions

Do Not Leave Any Spaces Blank. If Zero Amount, Please Write in \$0.

Student/Spouse	Income Source/Exclusion	Parent(s)
\$	Untaxed portions of IRA distributions from IRS Form 1040 - lines (15a minus 15b) or 1040A - lines (11a minus 11b)	\$
\$	Untaxed portions of pensions from IRS Form 1040 - lines (16a minus 16b) or 1040A - lines (12a minus 12b)	\$
\$	Payments to tax-deferred pension and savings plans paid directly or withheld from earnings, including amounts reported on the W-2 form in boxes 12a through 12d, codes D, E, F, G, H and S	\$
\$	Child support received for all children. Don't 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)	\$
\$	Veteran's non-education benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and or VA Educational Work-Study allowances	\$
\$	Other untaxed income and benefits not reported elsewhere on this worksheet; i.e workers' compensation/disability Don't include: student aid, welfare payments, untaxed Social Security benefits, earned income credit, additional child tax credit	\$
\$	Cash received or any money paid on your behalf (e.g. bills) not reported elsewhere on this form	\$
2010 Additional Financial Information		
\$	Child support you paid because of divorce, separation or legal agreement. Do not include child support for children in your or your parents household as listed in Section B	\$
\$	Taxable earnings from Federal Work Study or other need based work programs earned in 2010	\$

Section F Sign this Worksheet

By signing this worksheet, I (we) certify that all of the information reported to qualify for federal financial aid is complete and correct. (At least one parent must sign this form if dependent; if independent and married, spouse's signature is optional)

Student signature

Date

Parent (if dependent)

Date

Do not mail this worksheet to the Department of Education. Submit this worksheet to the Office of Financial Aid along with supporting documentation. Don't forget to sign all tax forms.

Spouse (if independent)

Date