



2011-2012 Verification Worksheet

Independent

In this verification process, we will be comparing information from your financial aid application with signed copies of your and your spouse's (for students who are married), or your parent(s)' (for dependent students) 2010 federal income tax returns, schedules, and W-2 forms or other financial documents. By law, we have the right to ask you for this information before awarding federal aid. We must review the requested information under the federal financial aid program rules (CFR Title 34, Part 668). 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:

1. Collect signed copies of your and your parent(s) 2010 federal income tax returns, schedules, and W-2 forms. If you need to request a copy of your tax return, call the IRS at 1-800-829-1040.
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You may need to make corrections electronically or by using your SAR. *Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668).*

A. Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Social Security Number</i>
<i>Address (include apt. #)</i>			<i>Date of Birth</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Phone Number (include area code)</i>

B. Family Information

List the people in your household, include:

- yourself and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012, even if they do not live with you.
- other people if they now live with you, and you 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.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member excluding your parent(s), who will be attending college at least half-time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Example: Martha Jones</i>	<i>18</i>	<i>Sister</i>	<i>City University</i>
		Self	

C. Student and Spouse Tax Forms and Income Information 2011-2012

Independent

1. Attach signed tax return - (the first two pages of your 1040 form) - and all W2s . Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form (1-800-829-1040).

I will not file a 2010 tax return: Student Spouse

ALSO, COMPLETE THE REVERSE SIDE.

2. If you did not file and are not required to file a 2010 Federal Income Tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Amount
	\$
	\$
	\$

3.

Sources of Untaxed Income 2010	Student	Spouse
a. Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), 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. IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans form IRS Form 1040—total of lines 28 + 32 or 1040A—line 17.	\$	\$
c. Child support you received for all children. Don't include foster care or adoption payments.	\$	\$
d. Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b	\$	\$
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 here.	\$	\$
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 here.	\$	\$
g. Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$	\$
h. Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	\$	\$
i. Other untaxed income not reported, such as workers' compensation, disability, etc. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social security benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusions or credit for federal tax on special fuels.	\$	\$
j. Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$	\$
k. Total unemployment compensation for 2010	\$	\$

Tax Year 2010 Additional Financial Information		
	Student	Spouse
a. Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040—line 49 or 1040A—line 31.	\$	\$
b. Child support paid because of divorce or separation or as a result of a legal requirement. Do not include support for children in your (or your parents') household, as reported in question 96 (or question 75 for your parents')	\$	\$
c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$	\$
d. Grants and scholarship aid reported to the IRS in the adjusted gross income (AGI). Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$	\$
e. Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$	\$

I authorize Alpena Community College to make electronic corrections to my Student Aid Report. I understand that Alpena Community College will be added as the first (1st) school (if not already listed). I understand that knowingly asking for or receiving someone else's record under false pretenses is a crime under the Privacy Act (5 U.S.C. 552a), and I can be fined \$5,000.

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature

Date

Spouse's Signature

Date

RETURN TO ALPENA COMMUNITY COLLEGE, 665 JOHNSON STREET, ALPENA, MI 49707. FAX# 989-358-7541. FOR INFORMATION, CALL 989-358-7205.

Full Name	Age	Relationship	College
<i>Example: Martha Jones</i>	<i>18</i>	<i>Sister</i>	<i>City University</i>
		Self	

ALSO, COMPLETE THE REVERSE SIDE.

C. Student's Tax Forms and Income Information (all applicants)

Independent

- Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information (1-800-829-1040).
 - Check and attach signed tax return(s) and all W2s.
Please submit only Xerox copies of the first 2 pages of your 1040 form and schedules included in your tax form.
 - Check if you will not file and are not required to file a 2010 U.S. Income Tax Return.
- Funds received for child support and other untaxed income. (See worksheets A & B of the Free Application for Federal Student Aid – FAFSA).

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
A. Child Support	\$	D.	\$
B. Social Security (non-taxed)	\$	E.	\$
C. Welfare (including TANF)	\$	F.	\$

- If you did not file and are not required to file a 2010 Federal Income Tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Amount
	\$
	\$

D. Spouse's Tax Forms and Income Information (if student is married)

- Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information (1-800-829-1040).
 - Check and attach spouse's signed tax return if your spouse filed a separate return. Also, include all W2s and schedules.
 - Check if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.
- Funds received for child support and other untaxed income. (See worksheets A & B of the Free Application for Federal Student Aid – FAFSA).

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
A. Child Support	\$	D.	\$
B. Social Security (non-taxed)	\$	E.	\$
C. Welfare (including TANF)	\$	F.	\$

- If you did not file and are not required to file a 2010 Federal Income Tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Amount
	\$
	\$

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Student's Signature

Date

Spouse's Signature

Date