



VERIFICATION WORKSHEET

Independent (2012-2013)

THE CATHOLIC UNIVERSITY OF AMERICA
Office of Student Financial Assistance

Complete this verification form and submit it to the Office of Student Financial Assistance as soon as possible, so that your financial aid won't be delayed. Contact our office at 888-635-7788 or at cua-finaid@cua.edu with questions you may have and we will be glad to help you.

A. Student Information

Last Name First Name M.I. CUA I.D.

B. Family Information

List the people in your household, including:

- Yourself, and your spouse (if married), and
- Your children, if you provide more than half of their support from July 1, 2012 through June 30, 2013, even if they do not live with you, and;
- 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, 2012 through June 30, 2013.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member who will be attending at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship (to student)	College (attending between 07/01/2012 – 06/30/2013)
Jane Doe (example)	25	Wife	ABC University

C. Tax Information

Please review your CUA Missing Information Letter (MIL). If the letter requests student tax transcript and W-2's then check the response that applies below and attach all required documentation as indicated.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student/parent has not already used the tool, the parent should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections", and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student/parent is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information.

- _____ The letter does not request a tax transcript or W-2's.
- _____ I have attached the requested tax transcript(s) and W-2's for myself and spouse if married.
- _____ I have filed a FAFSA correction to use the IRS Data Retrieval Process to update my tax information.
- _____ I cannot obtain a tax transcript; I have reviewed the section "Income Information for Tax Filers with Special Circumstances" at <http://financialaid.cua.edu/verification.cfm> and have provided all the necessary alternate documentation.

Name (Student)

CUA ID

TAX RETURN NONFILERS – Complete this section if the student and/or spouse will not file and is not required to file a 2011 income tax return with the IRS.

_____ The student (and, if married, the student's spouse) was not employed and had no income from work in 2011.

_____ The student (and/or the student's spouse if married) was employed in 2011 and has listed below the names of all employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the student (and, if married, to your spouse). If more space is needed, attach a separate page w student's name and ID at the top.

Full Name	Employers Name	2011 Amt Earned	IRS W-2 Attached?
John Doe (example)	Auto Body Shop (example)	\$2000 (ex)	Yes (ex)

D. Other Information to be Verified

1. In 2010 or 2011, did you or someone in the student's household (listed in Section B) receive benefits from the Supplemental Nutrition Assistance Program (SNAP)? _____ YES* _____ NO

*If you answered "YES" to this question you will need to provide eligibility documentation from the state agency that issues the Food Stamps benefits. The documentation should be affixed to this worksheet at the time of submission. Please make sure that the student name and CUA ID are written on the documentation in the event that it becomes separated from this worksheet.

2. Did you, or if married, your spouse whose income was reported on the Free Application for Federal Student Aid (FAFSA) pay child support? _____ YES* _____ NO

*If you answered "YES" to this question, the individual that paid child support will need to provide answers to all of the following:

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Child Support was Paid	Amount of Child Support Paid in 2011
John Doe (example)	Chris Doe (example)	Marty Doe (example)	\$6,000 (example)

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

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

Student

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Date

Spouse

Date

Updated: February 17, 2012