

Your application was selected for review in a process called "verification". In this process, we will be comparing information from your application with signed copies of your and your parent(s)' 2011 Federal tax transcripts, W-2 Forms, and other financial documents. The law says 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 send corrections electronically to have your information reprocessed. Sign all forms.

What you should do

1. Please file your (and your parent(s)') 2011 Federal tax return as soon as possible. We are unable to confirm your financial aid eligibility until all verification requirements are met.
2. Once the tax return has been processed, please return to your FAFSA and authorize the IRS Data Retrieval or obtain an official IRS transcript to complete the verification process. The IRS Federal tax transcript must be signed by the filer(s) and the W-2(s) must be attached.
3. Call Troy University at 1-800-414-5756, if you have any questions.

Complete this verification form and submit it to:

Troy University
 Financial Aid Office
 134 Adams Admin. Bldg.
 Troy, AL 36082

A. Student Information

Last name	First name	MI	Social Security Number
Address (include apt. no.)			Date of Birth
City	State	Zip code	Phone number (include area code) Email address

B. Family Information

List the people in your parent(s)' household. Include:

- ◆ Yourself and your parents(s) (including stepparent), even if you don't live with parent(s).
- ◆ Your parent(s)' other children if your parent(s) provide more than half of their support from July 1, 2012, through June 30, 2013, or if the other children would be required to provide parental information if they were completing a FAFSA for 2012-2013. Include children who meet either of these standards, even if they do not live with your parent(s).
- ◆ Any other people if they now live with your parents, and your parents 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. 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, 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	College
You, the student			Troy University

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—

Instructions: Complete this section if the student, filed or will file a 2011 income tax return with the IRS. *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 has not already used the tool, 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 is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid [qllkq](#).*

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The [hpcpekr'n'ckf "qllkq](#) will use the IRS information that was transferred in the verification process.*
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2011 IRS income information into the student's FAFSA once the student has filed a 2011 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The [hpcpekr'n'ckf "qllkq](#) cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2011 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2011 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*
 - Check here if the student's signed IRS tax return transcript is attached to this worksheet.
 - Check here if the student's signed IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the [hpcpekr'n'ckf "qllkq](#).

2. TAX RETURN NONFILERS—Complete this section if the student, will not file and is 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 the student's 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 by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2011 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 Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—**Important Note:** If the student's parent(s), filed or will file, an amended 2011 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2011 income tax return with the IRS. *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's parent(s) has not already used the tool, the parent and the student 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 parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid office.*

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The financial aid office will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2011 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The financial aid office cannot complete the verification process until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's signed **2011 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2011 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2011 tax returns were filed, 2011 IRS tax return transcripts must be submitted for each parent.*
 - Check here if a signed IRS tax return transcript(s) is attached to this worksheet.
 - Check here if a signed IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the signed IRS tax return transcript(s) has been submitted to the financial aid office.

2. TAX RETURN NONFILERS—Complete this section if the student's parent(s) will not file and is not required to file a 2011 income tax return with the IRS. You must complete a 2012-2013 Living Expense Statement form. It can be located at www.troy.edu/financialaid under **2012-2013 Forms**.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2011.
- The parent(s) was employed in 2011 and has listed below the names of all the parent's 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 parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

Student's Name _____ SSN: _____

1. Please complete all the fields below. If any field is left blank, we will consider the form incomplete, we will **NOT** assume 0.

Calendar Year 2011		
2012-2013 DEPENDENT FAFSA WORKSHEET		
STUDENT		PARENT(S)
2011 Additional Financial Information		
\$	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31	\$
\$	Child support paid because of divorce or separation or as a result of a legal requirement . Don't include support from children you claimed in household size.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$
\$	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).	\$
\$	Cooperative education program earnings.	\$

Calendar Year 2011		
2012-2013 DEPENDENT FAFSA WORKSHEET		
STUDENT		PARENT(S)
2011 Untaxed Income		
\$	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 Form in Boxes 12a through 12d, codes, D, E, F, G, H, and S.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040-total of lines 28+32 or 1040A-line 17.	\$
\$	Child support received for all children. Don't include foster care or adoption fees.	\$
\$	Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b	\$
\$	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.	\$
\$	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.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits) Don't include the value of on-base military housing or the value of 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 Allowances.	\$
\$	Other untaxed income not reported, such as workers' compensation, disability, etc. Also include first time homebuyer tax credit from IRS form 1040-line 67. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, SSL, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending plans(e.g. cafeteria plan), foreign income exclusion or credit for fed tax on special fuels	\$
\$	Money received, or paid on your behalf (e.g. bills) not reported elsewhere on form.	\$

E. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. Documentation of the receipt of SNAP benefits during 2010 and/or 2011 must be attached.

2. Complete this section if one of the student's parents paid child support in 2011.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2011. 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 2011 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2011
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

Please check each box and sign and date at the bottom of the form to affirm that you acknowledge and understand that:

You must complete the FAFSA IRS Data Retrieval or submit a copy of your signed 2011 Federal tax return transcript and W-2(s) when you filed Federal Taxes for verification to be considered complete. We will no longer be allowed to accept copies of the Federal tax return.

Adjustments to your financial aid eligibility may be required due to the results of this verification process, which may change the sources and amounts of your Financial Aid Award offer.

If you file or later file an amended 1040X tax form, you agree to notify Troy University's Financial Aid Office and submit a signed copy of the tax account transcript, which can be ordered from the IRS, to supplement your current verification materials.

Student's Signature

Date

Parent's Signature

Date