

# 2013-2014 Income Verification Worksheet

Independent

Your application was selected for review in a process called "Verification." In this process, Barton will be comparing information from your application with signed copies of your 2012 Federal IRS tax return transcripts, or with other financial documents. When you signed the FAFSA application, you agreed to provide information that would verify the accuracy of the completed form, including the submission of U.S. tax returns or other documents confirming income information. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically.

**Complete this verification form and submit to Barton's Financial Aid Office as soon as possible, so that your financial aid processing won't be delayed.**

## What You Need to Do Now:

1. Collect your and your spouse's financial documents (signed Federal income tax transcripts from the IRS, etc.).
2. Talk to your Financial Aid Officer if you have questions about completing this worksheet.
3. Complete and sign the worksheet
4. Submit the completed worksheet, IRS tax transcripts, and any other documents requested.
5. Your Financial Aid Officer will compare information on this worksheet and any supporting documents with the information you submitted on your application.

## Student Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Phone Number (Include Area Code)

## Income Information

### 1. Did you (the student) file a tax return for 2012?

\_\_\_ YES → Please submit a signed IRS tax return transcript to our office for 2012

\_\_\_ NO → Please provide a verification of non-filing letter for 2012 tax year  
→ Please provide all W-2's from 2012

I was not employed and did not receive any W-2's in 2012

### 2. Did your spouse file a tax return for 2012?

\_\_\_ Not Married

\_\_\_ YES → Please submit a signed IRS tax return transcript to our office for 2012

Note: If you and your spouse filed jointly only one IRS transcript is necessary.

\_\_\_ NO → Please provide a verification of non-filing letter for 2012 tax year  
→ Please provide all W-2's from 2012

My spouse was not employed and did not receive any W-2's in 2012

### 3. Are you or your spouse active military?

\_\_\_ YES → Please supply a copy of a 2012 Leave and Earnings Statement (LES)

\_\_\_ NO → No documentation is required.

**4. During 2011 or 2012, did you, your spouse, or anyone in your household receive Supplemental Nutrition Assistance Program (SNAP) benefits, previously called food stamps?**

YES → Please provide an annual statement from the agency that issued the support showing the amount you received for 2011 and 2012



NO → No documentation will be required

**5. Did you, or your spouse, pay child support in 2012?**  YES  NO

If yes, please provide the following information:

Person who paid child support	Person who received child support	Child for whom child support was received	Total amount of child support paid in 2012

**6. Both tax filers and non-tax filers must list any untaxed income received in 2012. Enter ZERO if no funds were received. FAILURE TO COMPLETE WILL DELAY THE PROCESSING OF YOUR FINANCIAL AID.**

Student	 <b>COMPLETE ALL BOXES</b> 	Spouse
	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including but not limited to, amounts reported on W-2 Form, Box 12a-12d, codes D,E,F,G,H and S. (combine amounts from all W-2's for 2012)	
	Child Support RECEIVED for all children. Do not include foster care or adoption payments.	
	Housing, food and other living allowances paid to clergy or others (including cash payments and cash value of benefits).	
	Other untaxed income not reported, such as worker's compensation, disability, etc. Do not include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.** Each Person signing this form certifies that all the information reported on it is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

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