



# 2013-2014 Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". In this process we compare your FAFSA with information on this worksheet and other required documents, such as your 2012 IRS tax information. If there are differences, the Financial Aid Office will make the necessary changes. The Financial Aid Staff will not make any Financial Aid Payments available to you until all verification and required documentation have been met and the necessary corrections have been made under the financial aid program regulation (34CFR, part 668).

## STUDENT INFORMATION

Last Name (Please Print) First Name M.I. Date of Birth

Peralta Student ID

Social Security #

Telephone Number to best reach you

## FAMILY/HOUSEHOLD INFORMATION (Please check one of the boxes below).

☐ **Dependent Student:** List the people in your parents' household. Include yourself, your parent(s) (including stepparent) even if you don't live with your parents, and other children if (a) your parents will provide more than half of their support between July 1, 2013 and June 30, 2014, or (b) if the children would be required to provide parental information when applying for Federal Student Aid. Include also, any other people who now live with your parent(s) and for whom your parent(s) will provide more than half of their support between July 1, 2013 and June 30, 2014.

☐ **Independent Student:** List the people in your household. Include yourself, your spouse (if married), and children if (a) you will provide more than half of their support between July 1, 2013 and June 30, 2014. Include also, any other people who now live with you and for whom you will provide more than half of their support between July 1, 2013 and June 30, 2014.

Write the names of all household members including yourself. Also write the name of the college for any family member, excluding your parent (if dependent), who will be attending college at least half-time between July 1, 2013 and June 30, 2014. If more space is needed, attach a separate page with the student's name and Peralta Student ID# at the top.

Full Name	Age	Relationship to Student	College Attending
Theodore Cleaver (example)	19	Brother	Yellowstone University

### What You Should Do:

If you did not elect or could not elect to use the "IRS Data Retrieval Tool" when completing the FAFSA, you must obtain a 2012 Federal IRS Tax Return Transcript, for yourself, your spouse (if married) and your parents/stepparent (if dependent). You may order a Tax Return transcript from the Internal Revenue Service online at [www.irs.gov](http://www.irs.gov), click on the "Order a Return or Account Transcript" link, and click on "Order a Transcript" under number 3. Enter your personal information and select continue. Under the "Type of Transcript" option, please select "Return Transcript". Also select 2012 as the year. You may also call 1-800-908-9946 to request this information. It takes up to three weeks for the IRS income information to be available for electronic IRS tax return filers, and up to eleven weeks for paper IRS tax return filers.

**Note:** If the "IRS Data Retrieval Tool" is used to transfer tax information and the information is not changed when completing the FAFSA, tax transcripts are not required.

*Verification of additional untaxed income information such as, but not limited to, IRA deductions and Education Credits, will be performed by using the IRS Tax Transcript. Additional supporting documentation may be requested by the Financial Aid Office.*



Berkeley City College  
2050 Center Street  
Berkeley, CA  
510.981.2805



College of Alameda  
555 Ralph Appenzato Mem.Pkwy  
Alameda, CA 94501  
510.748.2228



Laney College  
900 Fallon Street  
Oakland, CA 94607  
510.464.3314



Merritt College  
12500 Campus Drive  
Oakland, CA 94619  
510.436.2465

**STUDENT'S (AND SPOUSE'S, IF MARRIED) INCOME & BENEFITS INFORMATION**

Check the appropriate boxes below and provide the requested information and documents:

- ☐ I/we used the IRS Data Retrieval Tool to transfer my/our 2012 income information to the FAFSA.
- ☐ I/we did not (or could not) transfer my/our 2012 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached a copy of my/our 2012 IRS Tax Return Transcript(s).
- ☐ I/we were not employed and had no income earned from work in 2012.
- ☐ I/we worked but did not and were not required to file a 2012 Federal Income Tax Return. I/we have listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form or 1099 is provided. I/we listed every employer even if the employer did not issue an IRS W-2 form or 1099. I/we provided copies of all 2012 IRS W-2 forms or 1099's issued to me/us.

Employer's Name	2012 Amount Earned	IRS W-2, 1099 Provided?
<i>Acme Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**PARENTS' INCOME & BENEFITS INFORMATION**

Check the appropriate boxes below and provide the requested information and documents:

- ☐ I/we used the IRS Data Retrieval Tool to transfer my/our 2012 income information to the FAFSA.
- ☐ I/we did not (or could not) transfer my/our 2012 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached a copy of my/our 2012 IRS Tax Return Transcript(s).
- ☐ I/we were not employed and had no income earned from work in 2012.
- ☐ I/we worked but did not and were not required to file a 2012 Federal Income Tax Return. I/we have listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form or 1099 is provided. I/we listed every employer even if the employer did not issue an IRS W-2 form or 1099. I/we provided copies of all 2012 IRS W-2 forms or 1099's issued to me/us.

Employer's Name	2012 Amount Earned	IRS W-2, 1099 Provided?
<i>Acme Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**SNAP BENEFITS (FOOD STAMPS) VERIFICATION**

In 2011 or 2012, did you (or spouse, if married) or parent(s) (if dependent) received SNAP benefits (formally known as the Food Stamp Program). Yes \_\_\_\_\_ or No \_\_\_\_\_

*Note: We may require documentation from the agency that issued the SNAP benefits in 2011 or 2012.*

**CHILD SUPPORT PAID**

If you (or spouse, if married) or parent(s) (if dependent) indicated on your FAFSA that Child Support was paid, please complete the information below:

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 2012

**UNTAXED INCOME**

*Enter the dollar amount of all untaxed income received in 2012, if there is no dollar amount to enter please put a \$0.*

<b>Untaxed Income Resource</b>	<b><u>Student</u></b>	<b><u>Parent</u></b>
Child Support RECEIVED – DO NOT include Foster Care payments	\$	\$
Payments to tax-deferred pension and savings plan (paid directly or withheld from earnings) including, but not limited to, amounts reported on the W-2 in box 12a through 12d codes D,E,F, G,H and S	\$	\$
Housing, food or other 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 and Indemnity Compensation (DIC) and/or VA Educational Work Study allowances	\$	\$
Unemployment benefits that were not reported on your tax return	\$	\$
Any money given to you by someone else (for bills, rent, utilities, etc)	\$	\$

**SUPPORT CERTIFICATION**

Complete this section if the total of your (or spouse, if married) or parent(s) (if dependent) income reported on this form is less than \$5,000. Please explain how you or your parents (if dependent) met their monthly expenses (low income housing, SNAP (food stamps), cash aid, social security benefits, etc.).

**CERTIFICATION**

By signing below, I/we certify the information reported on this worksheet is complete and accurate and authorize the Financial Aid Office to perform necessary electronic ISIR correction on my behalf. I/we agree to provide proof of any information reported on this form or on my FAFSA. I/we realize that any false statement or failure to give proof when asked may be cause for denial, reduction, withdrawal, and/or repayment of my financial aid. I/we also understand if we purposely give false or misleading information I/we may be fined, sentenced to jail or both. If you are a dependent student, one parent **must** sign below.

Student's Signature

Date

Parent's Signature (if a dependent student)

Date