**Atlanta Metropolitan State College**

**2013-2014 Independent Verification Worksheet**

Your application was selected for review in a process called “verification.” ***Please submit this form with all requested documentation to the Financial Aid Office.*** This information will be compared to information on your FAFSA. Discrepancies will be corrected by the Financial Aid Office based on the verification documentation.

Last Name First Name Middle Initial AMC ID #

Address Phone Number

## Family Information

**You are considered Dependent if you were required to provide parental information on your FAFSA.**

|  |
| --- |
| List the people in your household: for which you or your spouse will provide more than half of their support from July 1st, 2013 to June 30th, 2014. *Also please list the college name for any household member who will be attending at least half time between July 1st 2013 and June 30th* 2014  Include:   * Yourself * Your spouse if married * Your children if you or your spouse will provide more than half of their support from July 1st 2013 to June 2014 or if your child would be required to give parental information when completing the FAFSA for 2013-2014 * **Include other people as part of your household only if**: they now live with you or your spouse **AND** you or your spouse provide more than half their support **AND** will continue to provide more than half their support through June 30th 2014 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Age** | **Relationship** | College Name (for those enrolled at least half-time between July 1, 2013 and June 30, 2014) |
|  |  | **Self** | Atlanta Metropolitan State College |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### 2. Tax and Income Information

|  |  |
| --- | --- |
| **Indicate below whether a 2012 federal tax return or 2012 tax extension was (or will be) filed for each.** | |
| **Student:** □ yes □ no □ filed extension |  |
| **Spouse:** □ yes □ no □ N/A □ filed extension |  |

**2012 Tax Return Filers**

* If you answered “yes” above and did not use the IRS Data Retrieval Tool, you must submit **2012 IRS tax return** **transcripts** for yourself and a) your spouse if married or b) parents if dependent. (*We cannot accept a copy of the tax return*.)

**2012 Tax Extension**

* If you answered “filed extension” above, you may submit 2012 IRS Form 4868 and all W-2s. **If self-employed only,** signed statement with amount of AGI and US income tax paid for 2012. *However, you will be required to submit your 2012 IRS tax return transcript no later than November 15, 2013.*

**2012 Nonfilers: Complete this section if you or your spouse indicated above that you will not file and is not required to file a tax return. Attach copies of 2012 W-2 Statements.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Did not file, but earned income** | | **Source of Income or Employer’s Name** | **2012 Income Earned** |
| Student | Yes No |  | $ |
| Spouse | Yes No |  | $ |

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMC ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student/Spouse (if applicable) Information:**

If you (and your spouse) indicated **“no”** you will not file a 2012 federal tax return AND you earned **no income**, you must provide the information below explaining how you met the following basic needs.

|  |  |  |
| --- | --- | --- |
| **Basic Need** | **Annual Amount Spent** | **How Was Need Met for 2012?** |
| Housing |  |  |
| Utilities |  |  |
| Food |  |  |
| Transportation |  |  |

**Please indicate YES or NO for each item below.**

**\_\_\_\_\_\_** Did you and/or your spouse receive SNAP benefits (food stamps) any time during the 2011 or 2012 calendar years?

**\_\_\_\_\_\_** Did you and/or your spouse pay child support in 2012? If YES, complete the information below for each child.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Person Who Paid Child Support** | **Name of Person to Whom Child Support Was Paid** | **Name of Child for Whom Support Was Paid** | **Annual Amount of Child Support Paid in 2012** |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |

**3. High School Completion Status**

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2013–2014:

* A copy of the student’s high school diploma.
* A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
* A copy of the student’s General Educational Development (GED) certificate or GED transcript.
* An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
* If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
* If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student’s parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

\_\_\_ Check here if you are a returning student (**do not submit any documents listed in section 3**)

\_\_\_ Check here if the Office of Admissions has a copy of any of the documents listed above (**do not submit any documents listed in section 3**)

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMC ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Sign this Verification Worksheet**

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

**Student’s Signature  Date** **Spouse Signature  Date**

**Please note that processing may take 2-4 weeks after your file is complete, and may take longer during peak times. You may check your status on the Student Portal at any time.**

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