



DEPENDENT VERIFICATION REQUEST

2012 – 2013 ACADEMIC YEAR

Either your Federal Student Aid application was selected for review in a process called “Verification” or there is conflicting information we must resolve. In this process, we are required to compare information from your FAFSA with the worksheet and financial documents requested. The law states we request this information prior to disbursing federal aid and must review the information under the financial aid program rules (CFR Title 34, Part 668). If there are differences between your application information and your financial documents, Bethany College will submit the corrections electronically to the federal processor to determine any changes in your eligibility.

All requested materials are due *before final exams of the current semester of enrollment*. If the requested materials are not received by this time, students may lose eligibility for Federal Aid and may lose out on Bethany Aid as well. Students should also be aware late payment penalties may be applied to student accounts after the first 30 days of class in a given semester. Therefore, it is important for students to return information in as timely a manner as possible to avoid incurring these penalties.

If you are not interested in obtaining Federal or State Aid, you do not need to complete this process. However, you do need to notify us of the decision in writing.

Please return materials to:

Office of Financial Aid
Bethany College
335 E Swensson St.
Lindsborg, KS 67456
PH: 785-227-3311, ext.'s 8132 & 8248
FX: 785-227-2004

Note

If you need to obtain a tax transcript, you may choose one of the following options:

- Online at <http://www.irs.gov/individuals/article/0,,id=232168,00.html>
- By calling 1-800-908-9946
- By mail using IRS Form 4506T (*Request for Transcript of Tax Return*)

2012 – 2013 DEPENDENT VERIFICATION WORKSHEET

All sections pertaining to you (the student) **and** the parent **MUST** be completed!

A: Student Information

Student Name: _____ Date: _____
 Student ID: _____ Class (Circle): FR SO JR SR
 Address: _____ SS#: _____

B: Family Information

Please list the people who your parents will support between July 1, 2012 and June 30, 2013. **Include yourself, your parents, and all dependent children in the household.** (Attach another sheet if necessary.)

Include **other people** (i.e. a grandparent living with you) as part of your family **only if**:

- They lived with and received more than half their support from your parents at the time you completed your Free Application for Federal Student Aid (FAFSA), **AND**
- This will situation continue from July 1, 2012 through June 30, 2013

Please include full names. If a family member (NOT a parent) will be attending college **at least half time** between July 1, 2012 and June 30, 2013 and will be **enrolled in a degree or certificate program**, be sure to include it.

Full Name	Age	Relationship to Student	Attending College Y/N	Institution Name
		<i>Self</i>		

C: For Income Tax Filers (§ 668.57(a)(2)) & (§ 668.57(a)(1)(i))

If you are **filing an extension** or have other **special circumstances**, please look at **sections D and E**.
 If you are **NOT filing taxes** and are NOT required to do so, please look at **section H**.

Tax filers **must** complete one of the following:

- Use the IRS Data Retrieval Process on your FAFSA and do **NOT** change it once it has been downloaded, **OR**
- Provide a transcript obtained from the IRS that lists tax account information of the tax filer for tax year 2011

To obtain a tax transcript, you may choose one of the following options:

- Online at <http://www.irs.gov/individuals/article/0,,id=232168,00.html>
- By calling 1-800-908-9946
- By mail using IRS Form 4506T (*Request for Transcript of Tax Return*)

International Filers:

If you filed taxes in another country, submit SIGNED copies of those tax returns.

We are required to verify the following items for both the parent AND student if they filed taxes: adjusted gross income (AGI), U.S. income tax paid, untaxed IRA distributions, untaxed pensions, education credits, IRA deductions, and tax exempt interest.

D: Parent Recently Separated, Divorced, or Widowed

Is the **Parent** recently separated, divorced, or widowed? **Or** is the parent married to someone other than the individual on their joint tax return?

No

Yes

If yes, when: _____

If “yes”, submit:

- A transcript obtained from the IRS listing tax account information of the tax filer(s) for tax year 2011; **AND**
- A copy of IRS Form W-2 for each source of employment income received for the tax year 2011

E: Tax Filing Extension

Has either the **student or parent** applied for and been granted a filing extension for the 2011 tax year?

No

Yes

If yes, when: _____

If “yes”, submit:

- **A copy of IRS Form 4868**, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that the individual filed with the IRS for tax year 2011, **OR** a **copy of the IRS’s approval** of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2011. (§ 668.57(a)(3)(ii) and (a)(4)(ii)(A))
- **A copy of IRS Form W-2** for each source of employment income received for tax year 2011 by an individual that has been granted a filing extension by the IRS for tax year 2011. (§ 668.57(a)(4)(ii)(B))
- **If self-employed**, a signed statement by the individual certifying the amount of the AGI and the U.S. income tax paid for tax year 2011. (§ 668.57(a)(4)(ii)(B))

After the income tax return is filed, an institution may request that an individual granted a filing extension submit a transcript from the IRS that lists tax account information for tax year 2011. If an institution receives the transcript, it must reverify the AGI and taxes paid by the tax filer(s). This may cause aid to change and the student will be responsible for any over-payments.

F: Food Stamps—Supplemental Nutrition Assistance (SNAP) (§ 668.57(d))

Did the family receive food stamps in the last two years:

Yes

No

Year: _____

If you answered “yes”, provide documentation from the agency that issued the Food Stamp benefit stating you received the benefit and indicating the year it was received.

G: Child Support Paid (§ 668.57(d))

Did the parent(s) pay child support to anyone in the past year?

Yes

No

If you answered “yes”, please provide the following (If more space is needed, please attach a separate list):

Person it was paid to: _____

Child’s Name: _____ Amount: _____

Child's Name: _____

Amount: _____

Child's Name: _____

Amount: _____

You may also wish to include:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support showing the amount provided; OR
- Copies of the child support checks or money order receipts.

H: Not Filing Taxes

PARENT(S)

Do you, the **Parent(s)**, confirm you are **not required to file** taxes and are **not going to file** taxes for tax year 2011?

Yes

No

Did you, the **Parent(s)**, work during tax year 2011? Yes No

If you worked, you must provide:

A copy of IRS Form W-2 for each source of employment income received for tax year 2011. (§ 668.57(a)(3)(i) and (a)(4)(i)(B))

If you did NOT work, you must provide:

Documentation stating how you supported yourself for tax year 2011

STUDENT

Do you, the **Student**, confirm you are **not required to file** taxes and are **not going to file** taxes for tax year 2011?

Yes

No

Did you, the **Student**, work during tax year 2011? Yes No

If you worked, you must provide:

A copy of IRS Form W-2 for each source of employment income received for tax year 2011. (§ 668.57(a)(3)(i) and (a)(4)(i)(B))

I: Certification Statement

We certify all of the information submitted on this worksheet is true and complete to the best of our knowledge. We understand giving false or misleading information may cause one or both of us to be fined, jailed, or both.

Student Signature

Date

Parent Signature

Date