



- Dependent
 Independent

2011-2012 Verification Worksheet

Your FAFSA was selected by the U.S. Department of Education for a review process called “Verification.” Approximately 30% of all FAFSA’s are selected for this process. Your school will be comparing information from your application with signed copies of your 2010 Federal tax forms (and your parent(s)’ if you are a dependent student). The law says we have the right to ask you for this information before awarding federal aid. If there are discrepancies between the information reported on your FAFSA and your financial documents, your financial aid counselor at Robert Morris University will make the corrections electronically and your information will be reprocessed. *Under the financial aid program rules (34 CFR, Part 668), we are required to review the requested information.*

What You Should Do

1. Collect parental financial documents (**signed** federal 1040 tax returns).
Parental information is needed for dependent students. Spouse’s information is needed if student is married.
2. Complete both sides of this worksheet and sign it. **This worksheet will not be processed if it is not signed.**
3. Talk to your financial aid counselor if you have questions about completing this worksheet.
4. Send the worksheet, **signed** tax forms, and any other pertinent information to the Financial Aid Office at Robert Morris University.

Section A. Student Information

Last name	First Name	M.I.	RMU ID
Address (include apt. no.)			Date of Birth
City	State	ZIP Code	Phone Number

Section B. Family Information

Carefully read the following directions before completing the chart below:

- **Dependent Student:** List the people in **your parents’ household**, include, yourself and your parent(s) (including stepparent) even if you do not live with your parents, your parents’ other children even if they do not live with your parents, but only if your parents will provide more than half of their support from July 1, 2011 through June 30, 2012, or the children would be required to provide parental information when applying for Federal Student Aid. List other people if they now live with your parents, and your parents provide and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.
- **Independent Student:** List the people in **your household**, include yourself and your spouse if you have one, and your children, if you provide and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012. List other people if they now live with you, and you provide and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Write the name of all household members. Also write 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, 2011 and June 30, 2012 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 Attending in 2011-2012
		Self	Robert Morris University

Section C. Tax Forms and Income Information

All tax filers must submit a SIGNED copy of all 2010 Federal Income Tax Returns (1040, 1040A, 1040EZ) to the Office of Financial Aid. If you did not keep a copy of your tax return, you must request a tax transcript from the Internal Revenue Service by calling **1-800-829-1040**. The tax transcript must also be signed.

Please check all applicable boxes:

- | | | |
|--------------------------|--------------------------|--|
| Student | Parent/Spouse | |
| <input type="checkbox"/> | <input type="checkbox"/> | I filed and attached a 2010 Federal Tax Return |
| <input type="checkbox"/> | <input type="checkbox"/> | I am not required to file a 2010 Federal 1040 Tax Form |

Student	2010 Additional Financial Information	Parent
\$	Child support PAID because of divorce or separation or as a result of a legal requirement. Don't include support for children you also list in your household.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Grant and scholarship aid reported to the IRS in the adjusted gross income (AGI). Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and 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).	\$
\$	Earnings from work under cooperative education program offered by a college.	\$

Student	2010 Untaxed Income Sources	Parent
\$	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.	\$
\$	Child support RECEIVED for all children. Don't include foster care or adoption payments.	\$
\$	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 previously reported, such as workers' compensation, disability, etc. DON'T INCLUDE student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements, foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Other money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$

Did anyone in your household receive any of the following types of financial assistance in 2010? (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Supplemental Security Income (SSI) | <input type="checkbox"/> Special Supplemental Nutrition Program for Women, Infants and Children (WIC) |
| <input type="checkbox"/> Food Stamps | <input type="checkbox"/> Free or Reduced Price School Lunch |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | |

If you are (a) the parent of a dependent student who was NOT required to file a federal tax return OR (b) you are an independent student who was NOT required to file a tax return, please provide an explanation of how you financially supported yourself/family during the calendar year 2010. (Additional information may be requested)

Section D. Certification

By signing below, I (we) certify that all the information reported to qualify for Federal student aid is complete and accurate. If the student is dependent, both parent and student **MUST** sign.

_____ Student	_____ Date
_____ Parent	_____ Date

Please Make Sure This Form & All Federal Tax Forms are Signed!