

Your application was selected for review in a process called "Verification". RCC will compare information from your FAFSA with **signed** copies of your (and your spouse's, if you are married) 2010 Federal Income Tax Returns, W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or the school may need to make corrections electronically or by using your Student Aid Report (SAR). Complete this verification form and submit it to the Financial Aid Office as soon as possible, so that your financial aid won't be delayed.

What you should do:

- Collect your (and your spouse's) financial documents (**signed** Federal Income tax forms, W-2 forms, etc.).
- Complete and **sign** the worksheet—you and your spouse. An unsigned form cannot be processed.
- Submit the completed worksheet, **signed** tax forms, and any other documents the Financial Aid Office request.
- Submit copies of your spouse's **signed** Federal Income Tax Returns and any other documents we request.

The Financial Aid Office will compare information on this worksheet and any supporting documents with the information you submitted on your application. We may need to make corrections electronically or by using your Student Aid Report (SAR).

A. Student Information

Last Name	First Name	M.I.	Social Security Number	Date of Birth
Address (include apt. no.)		City, State, Zip	Phone number (include area code)	

B. Family Information

List the people in your household, including:
 -yourself and your spouse if you have one, and
 -your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012, even if they do not live with you, and
 -other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending 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
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>
		Student	Richmond Community College

C. Student's Tax Forms and Income Information (all applicants)

Submit a **signed** copy of your 2010 Federal Income Tax Return. If you did not keep a copy of your tax return, request a copy from your tax preparer or you can request a transcript of your return from the IRS by calling toll-free at 1-800-829-1040, ask for Form 4506-T.

- Check here if you are attaching a signed copy of your tax return.
- Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return.

Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).)

Sources of untaxed income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statement if available).

Sources	2010 Income
	\$
	\$
	\$

D. Spouse's Tax Forms and Income Information

Submit a **signed** copy of your spouse's 2010 Federal Income Tax Return. If your spouse did not keep a copy of their tax return, they may request a copy from a tax preparer; or they may request a transcript of their return from the IRS by calling toll-free 1-800-829-1040, ask for Form 4506-T.

- Check here if you are attaching a signed copy of your and your spouse's joint tax return.
- Check here and attach spouse's signed tax return if your spouse filed a separate return.
- Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.

Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).)

Sources of untaxed income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

If your spouse did not file and is not required to file a 2010 Federal income tax return, list below your spouse's employer(s) and any income he/she received in 2010 (use the W-2 form or other earnings statement if available).

Sources	2010 Income
	\$
	\$

If your spouse did not work and was not required to file 2010 Federal Income Tax Return, describe how your family met expenses for 2010. (Attach a separate page if you need more space). _____

E. Student's and Spouse's Additional Financial Information and Untaxed Income - A response is required in all blocks below, regarding annual Income for 1/1/10 to 12/31/10. If the answer is zero or the question does not apply, enter 0.

2010 Additional Financial Information	Student	Spouse
a. Education credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31.	\$	\$
b. Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your household, as reported in question 93.	\$	\$
c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$	\$
d. Taxable student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$	\$
e. Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$	\$
f. Earnings from work under a cooperative education program offered by a college.	\$	\$
2010 Untaxed Income	Student	Spouse
a. 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 forms in Box 12a through 12d, codes D, E, F, G, H, and S.	\$	\$
b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh, and other qualified plans from IRS Form 1040-line 28 + line 32 or 1040A-line 17.	\$	\$
c. Child support received for all children. Don't include foster care or adoption payments.	\$	\$
d. Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b.	\$	\$
e. Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040 A-lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$	\$
f. Untaxed portion of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$	\$
g. 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.	\$	\$
h. Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$	\$
i. Other untaxed income not reported, such as workers' compensation, disability, etc. Also include the first-time home-buyer tax credit from IRS Form 1040-line 67 and the first \$2,400 of unemployment benefits received. Don't include student aid, earned income credit, addtl' child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, WIA educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$	\$
j. Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$	\$

- If you are the student, by signing this application you certify that you
- (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
 - (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it,
 - (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it
 - (4) will notify your college if you default on a federal student loan and
 - (5) will not receive a Federal Pell Grant for more than one college for the same period of time

If you are the parent or the student, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you filed or are required to file. Also, you certify that you understand that **the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies.** If you sign any document related to the federal student aid programs electronically using a Personal Identification Number (PIN), you certify that you are the person identified by the PIN and have not disclosed that PIN to anyone else. If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

By signing this worksheet, each person certifies that all the information reported is correct and complete. The student **MUST** sign and date, if you are required to use parent(s) information one parent **MUST** sign and date.

Student _____ Date _____ Spouse _____ Date _____