University of St. Thomas - Houston

2012-2013 Verification Worksheet

UNIVERSITY of ST. THOMAS HOUSTON

The U.S. Department of Education has selected your file for a process called "Verification." UST will be comparing information from your application with your financial documents. If there are differences between your application information and the documents you submit, your application may need to be reprocessed. Federal financial aid payments may not be available to you until all verification requirements have been met and necessary corrections have been made. This document will be considered incomplete & returned to the student if ALL sections are not answered. Your financial aid awards will be available via your MyStThom once the process is complete. The process will take approximately one week.

A. Student Information

Last Name	First Name	Middle Initial
UST ID	UST Email	
Date of Birth	Cell Phone Number	

B. Dependency Status & Household Information (Select one dependency status)

☐ **Dependent Students:** List names of all persons in your parent(s)' household. Include yourself, your parents and your parents' other children (even if they do not live with your parents) if your parents will provide more than half of their support from July 1,2012 through June 30, 2013. Also include other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2013

☐ **Independent Students:** List names of all persons in your household. Include yourself and your spouse, if you are married; your children, if you will provide more than half of their support from July 1, 2012 through June 30, 2013 (even if they do not live with you); and other people if they now live with you and you will provide more than half of their support from July 1, 2012 through June 30, 2013.

Full Name	Birthdate	Age	Relationship to the Student	Indicate college name if the individual will attend at least half-time between July 1, 2012 – June 30, 2013
			Self	University of St. Thomas
			Spouse	
			Father/Stepfather	
			Mother/Stepmother	

C. Other Information to be Verified

☐ 1) Check here if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years. Please submit a copy of the SNAP/Lonestar card or the award letter from the issuing agency confirming you received Food Stamps

2) If you paid child support in 2011 because of a divorce or separation, or as a result of a legal requirement, please complete the following information:

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 2011

Return this form and documents to:

Office of Scholarships & Financial Aid 3800 Montrose Blvd. Houston, TX 77006 | (713) 525-2170 Fax (713) 525-2142 or email to: finaid@stthom.edu

D. Student's Tax Forms & Income Information (All Applicants)

1. Check the following which pertains to you:

☐ **Yes,** I did file or will file a 2011 tax return. Please check ONE of the following:

☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2011 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *UST will use the IRS information that was transferred for the verification process, you do not need to request a tax transcript. Please return this form to the Financial Aid Office*

☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I am submitting my **2011 IRS tax return transcript(s)—**NOT photocopies of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not "IRS tax account transcript." It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2011 tax returns, you must submit tax return transcripts for both you and your spouse.*

☐ **No**, I did not and am not required to file a 2011 federal income tax return:

Please provide W-2's for each employer, if applicable, and list any employers and income received in 2011:

	Employer(s) (IF YOU DID NOT FILE A 2011 FEDERAL INCOME TAX RETURN)	**2011 Income**
Self		$
Spouse		$

2. Funds received for untaxed income:

2011 Untaxed Income	2011 Amount	2011 Untaxed Income	2011 Amount
Untaxed IRA Distributions	$	Untaxed Pensions (On W-2, Box 12)	$
IRA Deductions	$	Education Credits	$
Tax Exempt Interest	$		

E. Parent(s)/Stepparent(s)' Tax Forms & Income Information (Dependent Students)

1. Check the following which pertains to your parents:

☐ **Yes,** my parent(s) did file or will file a 2011 tax return. Please check ONE of the following:

☐ My parent(s), have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer their 2011 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *UST will use the IRS information that was transferred for the verification process.*

☐ My parent(s), are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and we are submitting their **2011 IRS tax return transcript(s)—**NOT photocopies of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If your parents are married and they filed separate 2011 tax returns, you must submit both tax return transcripts for each parent.*

☐ **No,** my parent(s) did not and are not required to file a 2011 federal income tax return.

Please provide W-2's for each employer, if applicable, and list any employers and income received in 2011:

	Employer(s) (IF YOUR PARENTS DID NOT FILE A 2011 FEDERAL INCOME TAX RETURN)	**2011 Income**
Father		$
Mother		$

2. Funds received for untaxed income:

2011 Untaxed Income	2011 Amount	2011 Untaxed Income	2011 Amount
Untaxed IRA Distributions	$	Untaxed Pensions (On W-2, Box 12)	$
IRA Deductions	$	Education Credits	$
Tax Exempt Interest			

F. Certification & Signature- WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature: _____ Date:_____

Parent Signature: _____ Date:_____

Return this form and documents to:

Office of Scholarships & Financial Aid 3800 Montrose Blvd. Houston, TX 77006 | (713) 525-2170 Fax (713) 525-2142 or email to: finaid@stthom.edu