LINCOLN University
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Department of Student Financial Aid

103 Young Hall, 820 Chestnut St., P.O. Box 29
Jefferson City, MO 65102-0029
Phone: (573) 681-6156
FAX: (573) 681-5871

2012-2013 VERIFICATION WORKSHEET

A. STUDENT INFORMATION

Last Name First Name MI

Social Security Number

Permanent Address (include Apt No)

Date of Birth

City State Zip Code

Phone Number

Email Address

Alternate Phone Number

Your application has been selected for review in a process called verification. In this process, Lincoln University will be comparing information from your application (FAFSA) with this worksheet and your IRS Data. Federal regulations require us to ask for this information before awarding federal aid. If there are differences between your application and the documents you submit, corrections may need to be transmitted to the federal processor. **Financial Aid may not be disbursed until the verification process is complete.** *Please feel free to contact us at the number above if you have any questions regarding this process.*

WHAT YOU SHOULD DO

1. We highly encourage you (and your parents or spouse) to use the **IRS Data Retrieval Tool** on your FAFSA to transfer federal tax information directly from the IRS to your FAFSA. **If you choose not to use the IRS Data Retrieval Tool or are not eligible to use the IRS Data Retrieval Tool you MUST submit a Federal Tax Transcript.** To request a free transcript of your Federal tax return from the IRS, go to www.irs.gov or call 1-800-908-9946.
2. Complete all sections of this worksheet and provide the required signatures. ***Do not leave any sections blank.***
3. **You are considered dependent if you were required to provide parental information on your FAFSA.**
4. Submit or deliver the completed verification worksheet and all requested financial documents to the Department of Student Financial Aid **within 2 weeks of filing your Federal Tax Return and updating your FAFSA.**

B. FAMILY INFORMATION

Check One:

☐ **DEPENDENT STUDENT**

List the people in your household excluding foster children. Include: (a) yourself, (b) your parent(s) (including stepparent) you used on the FAFSA (c) your parents' other children, (d) other people, **IF** your parents will provide more than half of their support from **July 1, 2012 through June 30, 2013.**

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, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. Attach additional sheets if necessary.

☐ **INDEPENDENT STUDENT**

List the people in your household, excluding foster children. Include: (a) yourself, (b) your spouse, if married (c) your children, (d) other people, **IF** you or your spouse will provide more than half of their support from **July 1, 2012 through June 30, 2013**.

Also write in the name of the college for any household member who will be attending at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. Attach additional sheets if necessary.

Full Name	Age	Relationship	College
		Self	Lincoln University

C. TAX FORMS AND INCOME INFORMATION (all applicants) Tax filers, **if you did not use the IRS Data Retrieval Tool or were not eligible to use it**, YOU **must** include a copy of your 2011 IRS Federal Tax Transcript and all 2011 W-2 forms. *Please check the appropriate box(es) below.*

- ☐ Check here if you are attaching a **student** Federal Tax Transcript.
- ☐ Check here if you are attaching your **parent(s)** Federal Tax Transcript.
- ☐ Check here if you **will not** file and **are not required** to file a 2011 U.S. Income Tax Return.
- ☐ Check here if your parent(s) **will not file** and **are not required** to file a 2011 U.S. Income Tax Return.

****** If you will not, and are not required, to file a 2011 U.S. Income Tax Return please complete Section D.***

D. NON-TAX FILER INFORMATION

If you, the student, or your parent(s) did not and are not required to file a 2011 U.S. Income Tax Return complete the following.

Attach copies of all 2011 W-2 forms.

Income Source (s)	Student/Spouse Amount	Parent(s) Amount
	$	$
	$	$
	$	$
	$	$

E. UNTAXED INCOME -Both tax filers and non-tax filers must complete this section. **DO NOT LEAVE THIS SECTION BLANK.**

Sources of Untaxed Income	Student/Spouse	Parent(s)
Child support **received**	$	$
Workman's Compensation	$	$
Money Received or paid on your behalf	$	$
Other:	$	$

F. OTHER FINANCIAL INFORMATION

1. Check the box below if someone in the student's household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits.

2. Complete this section if you, your spouse (if married) or parents (if dependent) paid child support in 2011.

Do not include support paid for children listed in Section B of this form.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support Was Received	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2011
			$
			$
			$
			$

G. SIGN THIS WORKSHEET

Each person signing this form certifies that all the information reported on it is complete and correct. ***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 (If student is dependent)** **Date**

For Internal Use Only:
VERIFIED BY _____