

SUNY Cobleskill

2012-2013 Verification Worksheet Information and Instructions

INFORMATION:

What is Verification?

Your 2012–2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. Documents may be requested to resolve conflicting data. To verify that we have the correct information we will compare your FAFSA with the information on this worksheet and with other required documents. If there are discrepancies, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach all required documents, and submit the form and required documents to the Financial Aid Office. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid awards will not be delayed.

What happens after verification is completed?

All submitted documents will be reviewed for accuracy. If necessary, corrections will be made to the FAFSA and students will be notified by the Central Processing System that changes have been made. Once the changes are complete, the student will receive an award letter. Awards can be viewed and accepted through Student Online Services from the college website.

Deadline for submitting documents

All verification materials must be submitted before any federal aid can be placed on the students account. Verification can be completed at any time during the academic year provided that we have an official FAFSA before the last day of attendance and we have received all verification materials by the last day of classes. If we do not receive the verification materials by that date we will not proceed with the verification process and the student will not be eligible for any federal aid.

INSTRUCTIONS FOR COMPLETING THE VERIFICATION WORKSHEET:

Section 2: Student's Family Information

For the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the other children would be required to provide parental information if they were completing a FAFSA for 2012–2013. Include children who meet either of these standards, even if they do not live with your parent(s).
- 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. Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2012, and June 30, 2013. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Sections 5 and 6: Student's and/or Parents Income Information

Part of the verification process involves verifying that the information on the FAFSA form is correct. There are two ways the Financial Aid Office can determine that the FAFSA information reflects the family's income. Students and parents can use the IRS Data Retrieval process or supply the Financial Aid Office with an IRS Tax Transcript. **COPIES OF TAX RETURNS ARE NOT SUFFICIENT FOR VERIFICATION PURPOSES.**

1. **IRS Data Retrieval** - Complete this section if the student and/or parent filed or will file a 2011 income tax return with the IRS. The ***BEST*** way to verify income is using the IRS Data Retrieval Tool as part of FAFSA on the Web. If the student and/or parent have not already used the tool, go to www.FAFSA.gov, login to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the FINANCIAL INFORMATION section of the form. From there, follow the instructions to determine if the student and/or parent is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool, contact the Financial Aid Office.
2. **IRS Tax Transcript** – There are three ways you can request an IRS Tax Transcript. Make sure to request the "IRS Tax Return Transcript" and **not** the "IRS Tax Account Transcript". You will need your social security number, date of birth, and the exact address used when you filed with the IRS.
 - a. **ONLINE:** Go to www.IRS.gov and select "Order a Return or Account Transcript". A paper transcript will be mailed to the requestor within 5-10 days. **THIS CANNOT BE SENT DIRECTLY TO SUNY Cobleskill.** Please **sign** the tax transcript and send it to the Financial Aid Office.
 - b. **TELEPHONE:** 1-800-908-9946 A paper transcript will be mailed to the requestor within 5-10 days. **THIS CANNOT BE SENT DIRECTLY TO SUNY Cobleskill.** Please **sign** the tax transcript and send it to the Financial Aid Office.
 - c. **IRS FORM 4506T-EZ:** <http://www.irs.gov/pub/irs-pdf/f4506t.pdf?portlet=103> A paper transcript will be mailed to the requestor within 5-10 days. Transcripts ordered using this method can be mailed directly to SUNY Cobleskill by the IRS only if the tax filer requests this on line 5.

IRS Data Availability – In general, tax filers can anticipate that the IRS Transcript data will be available within:

Two weeks if you filed electronically
Eight weeks if tax returns have been mailed

The Verification Worksheet must be **signed**, dated and returned to the Financial Aid Office. This may be mailed, faxed, or emailed to:

Financial Aid Office
SUNY Cobleskill
106 Suffolk Circle
Cobleskill, NY 12043
financialaid@cobleskill.edu
518-255-5623
Fax 518-255-5844