



TRANSYLVANIA UNIVERSITY
FOUNDED 1780

OFFICE OF FINANCIAL AID

Dear Student,

Our office has received your 2012-2013 Free Application for Federal Student Aid (FAFSA). Your FAFSA was selected for “Verification” by the U.S. Department of Education. Our office is now required to review the information submitted on your FAFSA. To assist with this process, please complete the following steps:

1. Complete both sides of the enclosed Verification Worksheet, including signatures, and return it to our office as soon as possible.
2. Approximately 10-14 days after your parents eFile their 2011 Federal taxes, ask them to return to the FAFSA website (www.fafsa.ed.gov), login, and use the “Link to IRS” in the parent tax information section to retrieve their tax return data directly from the IRS. This process will link your actual tax return data to your FAFSA.
3. If you, the student, will file 2011 Federal taxes, please use the “Link to IRS” to retrieve your own tax return data from the IRS as well.

We strongly recommend that you and your parents file your 2011 Federal taxes electronically, because it may take 6-8 weeks for data from mailed tax returns to be available via the IRS data retrieval link. You may be unable to use IRS data retrieval link if your parents are married and file taxes separately, if a parent has had a change in marital status since December 31, 2011, or if you or your parents file an amended tax return. Please contact our office if any of these situations apply to you.

Since we cannot process your application for financial aid until this process is complete, please follow these steps as soon as possible. Please return the Verification Worksheet to one of the following:

Mail: Transylvania University	Fax: (859) 281-3650
Office of Financial Aid	E-mail: financialaid@transy.edu
300 North Broadway	
Lexington, KY 40508	

If you have any questions, please call our office at (859) 233-8239 or (800) 872-6798.

Sincerely,

The Office of Financial Aid



2012-2013 Verification Worksheet Federal Student Aid Programs

Your application was selected by the U.S. Department of Education for review in a process called “Verification.” Please complete this verification form as soon as possible, so that your financial aid won’t be delayed. After your taxes have been filed, you will be asked to update your Free Application for Federal Student Aid with information directly from the IRS using the data retrieval process available at www.fasfa.ed.gov. In some situations, you may be requested to provide additional information and/or documentation.

A. Student Information

Last Name	First Name	MI	Social Security Number
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Student’s Phone Number	Parent’s Phone Number	Date of Birth
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B. Family Information

List the people in your parent(s)’ household including:

- **Yourself and your parent(s).** In cases of separation/divorce, list the parent with whom you lived more during the past 12 months. If this parent is remarried, you must include your stepparent.
- **Your parent(s)’ other children,** even if they don’t live with your parent(s), if your parent(s) will provide more than half of their support from July 1, 2012 through June 30, 2013 or if the children would be required to provide parental information when applying for Federal Student Aid.
- **Other people** who live with you parent(s) if your parent(s) provide more than half of their support and will continue to do so from July 1, 2012 through June 30, 2013.

Write the names of all household members. Also write the name of the college for any household member who will be attending college at least half-time between July 1, 2012 and June 30, 2013 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
		Self	Transylvania University

FOR OFFICE USE ONLY

Please complete both sides, sign, and return to:

Transylvania University * Office of Financial Aid * 300 North Broadway * Lexington, KY 40508 * Fax: (859) 281-3650

CSP? Y N Doc Rcvd _____	P-TAX I T N/F IRS Resp Cd _____	NFW2 Y N n/a
FSR? Y N Doc Rcvd _____	S-TAX I T N/F IRS Resp Cd _____	NFW2 Y N n/a

C. Income Information

Tax returns include the 2011 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign tax return. Please refer to the letter enclosed with this worksheet for more information about providing us with your tax return information. *Do not attach copies of tax returns to this form.*

Parent(s)/Stepparent

Check ONE box below:

- I/we **will file** a tax return on _____ (date).
- I/we **have filed** a tax return on _____ (date).
- I/we **have not and will not file** a 2011 tax return because I/we are not required by the IRS to do so. I/we were not employed and had no income earned from working in 2011.
- I/we **have not and will not file** a 2011 tax return because I/we are not required by the IRS to do so. I/we were employed and have listed below the names of all employers and the amount earned from each employer and the amount earned from each in 2011. **Copies of all 2011 IRS W-2 forms issued by my employer(s) are attached to this form.**

*Please list employers and attach W-2 forms **only if you are NOT required to file** a 2011 tax return. Otherwise, proceed directly to section D.*

Employer's Name	Amount

Student

Check ONE box below:

- I **will file** a tax return on _____ (date).
- I **have filed** a tax return on _____ (date).
- I **have not and will not file** a 2011 tax return because I am not required by the IRS to do so. I was not employed and had no income from working in 2011.
- I **have not and will not file** a 2011 tax return because I am not required by the IRS to do so. I was employed and I have listed below the names of all employers and the amount earned from each employer in 2011. **Copies of all 2011 IRS W-2 forms issued by my employer(s) are attached to this form.**

*Please list employers and attach W-2 forms **only if you are NOT required to file** a 2011 tax return. Otherwise, proceed directly to section D.*

Employer's Name	Amount

D. Sign this Worksheet

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and at least one parent must sign and date.

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

Parent Date

Student Date