



HOLMES  
COMMUNITY COLLEGE

Office of Financial Aid  
2013/2014  
Dependent Verification Worksheet

Your 2013–2014 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**A. Student’s Information**

Student’s Last Name	First Name	M.I.	Holmes ID Number
Student’s Street Address (include apt. no.)			Student’s Phone Number (include area code)
City State Zip Code			

**B. Family Information/Parental Marital Status – Indicate your parent’s marital status:**

Single     Married     Married, but Separated     Divorced\*     Widowed

Marital Status Effective Date (Month/Year) \_\_\_\_\_

\*If divorced, please attach a copy of the divorce decree.

List below the people in the parents’ household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013–2014. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

For any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2013, and June 30, 2014, include the name of the college.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

**Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.**

**PARENT TAX FILERS**

**C. Verification of 2012 IRS Income Tax Return Information for Parent Tax Filers**  
**(COMPLETE THIS SECTION ONLY IF PARENT FILED A 2012 IRS TAX RETURN)**

**Instructions:** Complete this section if the student and spouse filed or will file a 2012 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2012 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed. A copy of your federal tax return is NOT acceptable. If you do not have a copy of your 2012 tax transcript (not account transcript), you must request a copy directly from the IRS by calling 1-800-908-9946.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2012 IRS income tax return information into the student’s FAFSA..
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2012 IRS Tax Return Transcript(s)**. (signature not required)

\*If the parents filed separate 2012 IRS income tax returns, **2012 IRS Tax Return Transcripts** must be provided for both.

**PARENT NON-TAX FILERS**  
**(NOT REQUIRED IF COMPLETED SECTION C)**

**D. Verification of 2012 Income Information for Parent Nontax Filers**

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2012 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed and had no income earned from work in 2012.
- One or both parents were employed in 2012 and have listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is provided. [Provide copies of all 2012 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	2012 Amount Earned	IRS W-2 Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**E. Child Support Received and Other Untaxed Income (student and parent). Do NOT leave blank.**

Source of Income	Student’s Income	Parent’s Income
Child Support Received	\$ Per	\$ Per
Workman’s Compensation	\$ Per	\$ Per
Untaxed Pensions	\$ Per	\$ Per
SSI	\$ Per	\$ Per
Disability Income	\$ Per	\$ Per
Other (list)	\$ Per	\$ Per
	\$ Per	\$ Per

**STUDENT TAX FILERS**  
**(COMPLETE THIS SECTION ONLY IF STUDENT FILED A 2012 IRS TAX RETURN)**

**F. Verification of 2012 IRS Income Tax Return Information for Student Tax Filers**

**Instructions:** Complete this section if the student and spouse filed or will file a 2012 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2012 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. A copy of your federal tax return is NOT acceptable. If you do not have a copy of your 2012 tax transcript (not account transcript), you must request a copy directly from the IRS by calling 1-800-908-9946.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2012 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2012 IRS Tax Return Transcript(s)**. (signature not required)

**STUDENT NON-TAX FILERS**  
**(NOT REQUIRED IF COMPLETED SECTION F)**

**G. Verification of 2012 Income Information for Student Nontax Filers**

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2012 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2012.
- The student was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is provided. [Provide copies of all 2012 IRS W-2 forms issued to the student. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2012 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**H. Receipt of SNAP Benefits**

The parents certify that a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2011 or 2012. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The parents' household includes:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013–2014. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2011 or 2012.

_____ I certify that myself or someone in my household received SNAP benefits. _____ I certify that no one in my household received SNAP benefits
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## I. Child Support Paid

One of the parents included in the household or the student paid child support in 2012. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2012 for each child.

If more space is needed, provide a separate page that includes the student's name and ID number at the top.

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 2012

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received;
- Copies of the child support payment checks or money order receipts.

## J. Certification and Signature: **WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, and/or removed from school.**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Student's Signature  
no electronic signature, must be original

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature  
no electronic signature, must be original

\_\_\_\_\_  
Date

Return this form and all requested documentation by one of the following means: take to your campus Financial Aid Office, mail to Financial Aid Office, P O Box 216, Goodman, MS 39079, fax to 662-472-9170 or email to gmuse@holmescc.edu.