



2012-2013 DEPENDENT VERIFICATION INSTRUCTIONS AND PROCEDURES

Your FAFSA application has been selected for Verification. The Financial Aid Office will be comparing information from your FAFSA with the attached verification worksheets, IRS Data Retrieval or IRS Tax Transcripts and other documentation that may be required. Federal regulations require this information before awarding federal aid. If there are differences between your application information and your financial documents, the Financial Aid Office will make corrections electronically.

In some situations where there is conflicting data, the student or parent may be required to provide additional documentation. This could include W2's, 1098 forms, written explanations, proof of federal benefits, etc. If errors are found, the Financial Aid Office will make corrections to your record. Once Verification is complete, your financial aid will be finalized and you will be able to review your awards on the Vulcan Information Portal (VIP) at vip.calu.edu.

Students should be aware:

- No financial aid (*including work study and student loans*) will be awarded to the student until Verification is complete.
 - PLEASE NOTE: New freshman students will receive an award package prior to verification being complete. This package will be tentative and no aid will disburse to the student's account until verification is completed.
- During peak processing periods (between April and September), allow a minimum of four weeks for the Financial Aid Office to complete verification of your record.
- Students are expected to respond to any requests from the Financial Aid Office in a timely manner in order to avoid delays in the processing of their request for financial aid for the academic year.
- Failure to complete verification prior to withdrawal from the University or by the end of the academic year (whichever comes first) may result in total forfeiture of financial aid eligibility for the academic year.

Student Responsibilities:

- Provide requested verification documentation in a timely manner to the Financial Aid Office.
- All verification documents (i.e., verification worksheet, tax transcripts, W2's, letter of explanation) must be complete, legible and contain all appropriate signatures. If any documents are received incomplete, the Financial Aid Office will ask the student to resubmit the appropriate documents.
- All verification documents must be clearly labeled with the student's full name and Campus Wide ID (CWID).
- Provide additional documentation or a statement of explanation as requested to clarify conflicting information.

Referral of Fraud Cases:

If it is suspected that a student or other individual has misreported information or altered documentation to fraudulently obtain federal funds, California University is required to refer these cases to the Office of the Inspector General at the U.S. Department of Education. If it is determined that you have purposely given false or misleading information, you may be fined, sent to prison, or both.

Submit all documentation to:

Main or Southpointe Campus Students

California University of Pennsylvania
Financial Aid Office
250 University Avenue
California, PA 15419
Fax: 724-938-4551
Email: finaid@calu.edu

Global Online Students

California University Of Pennsylvania
Global Online Office
135 Technology Drive
Canonsburg, PA 15317
Fax: 724-938-4270

Section C: TAX FILING CERTIFICATION and INCOME EARNED FROM WORK

PARENTS' CERTIFICATION

(Check only one.)

- I/We **have** or **will file** a 2011 Federal tax return.

Did you use IRS Data Retrieval to complete your FAFSA? Please Circle one: Yes No I don't know

If answered "No" or "I don't know" please provide an IRS Tax Transcript you can order a Tax Transcript either online at www.irs.gov or by Telephone at 1-800-908-9946 select option "2"

- I/We **will not** and **am/are not required** to file a 2011 Federal tax return because I/We had no income earned from work.

IF NO TAXES WERE FILED YOU MUST PROVIDE A WRITTEN STATEMENT STATING YOU HAD NO INCOME FROM WORK AND HOW YOU ARE PROVIDING FOOD, CLOTHING AND SHELTER FOR YOUR FAMILY.

- I/We **will not** and **am/are not required** to file a 2011 Federal tax return, but had income earned from work.

YOU MUST PROVIDE ALL W2'S FROM INCOME EARNED FROM WORK FOR 2011

List ALL sources of income from employment during the year 2011.

NAME OF EMPLOYER	2011 EARNINGS FROM WORK

STUDENT'S CERTIFICATION

(Check only one.)

- I **have** or **will file** a 2011 Federal tax return.

Did you use IRS Data Retrieval to complete your FAFSA? Please Circle one: Yes No I don't know

If answered "No" or "I don't know" please provide an IRS Tax Transcript you can order a Tax Transcript either online at www.irs.gov or by Telephone at 1-800-908-9946 select option "2"

- I **will not** and **am not required** to file a 2011 Federal tax return because I/We had no income earned from work.

- I **will not** and **am not required** to file a 2011 Federal tax return, but had income earned from work.

YOU MUST PROVIDE ALL W2'S FROM INCOME EARNED FROM WORK FOR 2011

List ALL sources of income from employment during the year 2011.

NAME OF EMPLOYER	2011 EARNINGS FROM WORK

Did you (*the student*) have earnings from a work-study job in 2011?

Yes

No

SECTION D: ASSET INFORMATION

Please report yours and your Parent(s) cash savings, investments and/or the net worth of your business or investment farm as of the Day you filed your FAFSA.

	<u>Student's Asset Information:</u>	<u>Parent(s) Asset Information</u>
Total of Cash, Savings, & Checking Account Balance:	\$ _____	\$ _____
Net Worth of Investments:	\$ _____	\$ _____
Net Worth of Business and/or Investment Farm	\$ _____	\$ _____

SECTION E: FEDERAL BENEFIT PROGRAMS

Please check the boxes of all Federal Benefits you or your spouse (if married) received for 2010 and/or 2011. If you received none of the below benefits check the box next to I received no Federal Benefits for 2010 or 2011.

	<u>Student</u>	<u>Parent</u>
I received <u>NO</u> Federal Benefits for 2011:	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental Security Income (SSI):	<input type="checkbox"/>	<input type="checkbox"/>
Free or Reduced Lunches:	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Assistance for Needy Families (TANF):	<input type="checkbox"/>	<input type="checkbox"/>
Special Supplemental Nutrition Program for Women Infants and Children (WIC):	<input type="checkbox"/>	<input type="checkbox"/>
Food Stamps/SNAP:	<input type="checkbox"/>	<input type="checkbox"/>

****If you received Food Stamps/SNAP you must complete the 2012-2013 Food Stamp/SNAP Verification Worksheet. This form is available online at www.calu.edu/financial-aid and click on Forms****

Section E: ADDITIONAL FINANCIAL INFORMATION

Both tax filers and non-tax filers **MUST** complete this section. **Enter zeros if no funds were received.**

PLEASE NOTE: Failure to indicate an amount in the below boxes will result in the Financial Aid Office considering the Form incomplete and asking you to resubmit this form.

STUDENT AMOUNT	2011 ADDITIONAL FINANCIAL INFORMATION	PARENT AMOUNT
\$	Education credits (American Opportunity, Hope and Lifetime Learning tax credits) from IRS Form 1040 – line 49 or 1040A – line 31.	\$
\$	Child support <u>paid</u> because of divorce or separation or as a result of a legal requirement. <i>**If a dollar amount is entered in this block you must complete the 2012-2013 Child Support Paid Verification Worksheet. This form can be downloaded at www.calu.edu/financial-aid and click on Forms **</i> Do Not Include support for children listed in your household on Section B of this form.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Taxable student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. <i>**If you Report Combat pay you <u>MUST</u> provide W2's Reflecting the Combat Pay**</i> Do not enter untaxed combat pay reported on the W-2 form (Box 12, Code Q).	\$
\$	Earnings from work under a cooperative education program offered by a college.	\$

Section F: UNTAXED INCOME

Both tax filers and non-tax filers **MUST** complete this section. **Enter zeros if no funds were received.**

PLEASE NOTE: Failure to indicate an amount in the below boxes will result in the Financial Aid Office considering the Form incomplete and asking you to resubmit this form.

STUDENT AMOUNT	2011 UNTAXED INCOME	PARENT AMOUNT
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a to 12d, codes D, E, F, G, H and S. <i>**Please Provide W2's**</i>	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 – line 28 + line 32 or 1040A – line 17.	\$
\$	Child support <u>received</u> for all children. <i>Don't include foster or adoption payments.</i>	\$
\$	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040 – line 15a minus line 15b or 1040A – line 11a minus line 11b. Exclude rollovers. <i>** If you have a dollar amount in either line you MUST provide proof of IRA Distribution such as a 1098**</i>	\$
\$	Untaxed portions of pensions from IRS Form 1040 – line 16a minus line 16b or 1040 A – line 12a minus line 12b. Exclude rollovers. If negative, enter a zero here. <i>** If you have a dollar amount in either line you MUST provide proof of Pension Distribution such as a 1098**</i>	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). <i>Do not include the value of on-base military housing or the value of basic military allowance for housing.</i>	\$
\$	Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported above, such as workers' compensation, disability, etc. <i>**Please Provide Documentation.**</i> <i>Do Not Include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.</i>	\$
\$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$ XXXXXXXXXXXX

Section G: CERTIFICATION AND SIGNATURES

By signing this worksheet, we certify that all the information is complete and correct. The student and at least one parent must sign. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Print Student Name and Campus ID

Student Signature

Date

Print Parent Name

Parent Signature

Date