

Student's Name: _____ CWID #: _____

Section C: TAX FILING CERTIFICATION and INCOME EARNED FROM WORK

STUDENT'S CERTIFICATION

(Check only one.)

- I **have** or **will file** a 2010 Federal tax return. Provide a signed copy of your 2010 IRS Form 1040, 1040A or 1040EZ.
- I **will not** and **am not required** to file a 2010 Federal tax return because I had no income earned from work.
- I **will not** and **am not required** to file a 2010 Federal tax return, but had income earned from work.
If you checked the third box, complete the following chart.

List ALL sources of income from employment during the year 2010.

NAME OF EMPLOYER	2010 EARNINGS FROM WORK

Did you have earnings from a work-study job in 2010? Yes No

SPOUSE CERTIFICATION

– Only complete this section if you are married and your tax filing status for 2010 was not 'Married filing Jointly' with your spouse. (Check only one.)

- My spouse **has** or **will file** a 2010 Federal tax return.
Provide a signed copy of your spouse's 2010 IRS Form 1040, 1040A or 1040EZ.
- My spouse **will not** and **is not required** to file a 2010 Federal tax return because he/she did not have income earned from work.
- My spouse **will not** and **is not required** to file a 2010 Federal tax return, but had income earned from work.
If you checked the third box, complete the following chart.

List ALL sources of income from employment during the year 2010.

NAME OF EMPLOYER	2010 EARNINGS FROM WORK

If you do not have a copy of your Federal Tax Return, **you may contact the IRS at 1-800-829-1040** and request a 'transcript of your 2010 Federal tax return'. The copy of the tax transcript submitted to the Financial Aid Office must be **SIGNED** by the tax filer.

Please do not send us the original (or only copy) of your tax return. For security reasons we will NOT provide a copy of any tax documentation submitted to our office for verification purposes.

SECTION D: ASSET INFORMATION

Please report yours and your spouse's if married cash savings, investments and/or the net worth of your business or investment farm.

Student's Asset Information:

Total of Cash, Savings, & Checking Account Balance: \$ _____
 Net Worth of Investments: \$ _____
 Net Worth of Business and/or Investment Farm \$ _____

Student's Name: _____ CWID #: _____

Section E: WORKSHEETS

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

2010 ADDITIONAL FINANCIAL INFORMATION (Enter the combined amounts for you and your spouse.)	STUDENT & SPOUSE
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. Don't 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. 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.	\$

2010 UNTAXED INCOME (Enter the combined amounts for you and your spouse.)	STUDENT & SPOUSE
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 form in Boxes 12a to 12d, codes D, E, F, G, H and S.	\$
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. Don't include foster or adoption payments.	\$
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. If negative, enter a zero here.	\$
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.	\$
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of basic military allowance for housing.	\$
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. Also include the first time homebuyer's tax credit from IRS Form 1040 – Line 67 and Making Work Pay Credit from IRS Form 1040 – Line 63, 1040A – Line 40 or 1040EZ – Line 8. . Don't 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.	\$
Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$

Section F: CERTIFICATION AND SIGNATURE

By signing this worksheet, I certify that all the information is complete and correct.

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

Student Signature

Date

Mail to: California University of Pennsylvania
Financial Aid Office
250 University Avenue
California, PA 15419

or

Fax to: 724.938.4551

Global Online Fax to: 724.938.4270

2011-2012 VERIFICATION POLICY AND PROCEDURES FOR CALIFORNIA UNIVERSITY OF PENNSYLVANIA

In compliance with federal regulations, California University's Financial Aid Office has established the following policy for review of a student's Free Application for Federal Student Aid (FAFSA) whose record has been selected for **Verification** by the Department of Education.

If your record has been selected for verification, the Financial Aid Office will notify you in writing of all documentation you are required to submit to our office. A list of 'Student Requirements' necessary to complete your application for financial aid is also available online through California University's *Student Self-Service website*, **SISWEB**, at sisweb.calu.edu.

The Financial Aid Office will compare the data submitted on your verification worksheet and Federal tax return with the information reported on your FAFSA. If there is conflicting data, the student may be required to provide additional documentation or a written explanation. 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 SISWEB.

Student Responsibilities:

- Students should provide requested verification documentation within 10 days of notification by the Financial Aid Office.
- All verification documents (i.e., verification worksheet, tax returns, letter of explanation) must be complete, legible and contain all appropriate signatures.
- All verification documents must be clearly labeled with the student's full name and Campus Wide ID (CWID).
- To provide additional documentation or a statement of explanation as requested to clarify conflicting information.

Deadlines for Completing Verification:

- Students relying on financial aid to pay the University must complete verification *prior to the due date* on their billing statement. No financial aid (*including student loans*) will be credited to a student's account until verification is complete. During peak processing periods, allow a minimum of two 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 (10 days) 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.

Checklist of Documents Required for Verification:

- California University's 2011-2012 Verification Worksheet.
- A signed copy of your 2010 IRS Form 1040, 1040-A or 1040-EZ.
- A signed copy of your spouse's 2010 IRS Form 1040, 1040-A or 1040-EZ, if you are married and filed separately.
- Other documentation as requested by the Financial Aid Office.

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.