

**Your application was selected for review in a process called "Verification."**

In this process, UAHuntsville will be comparing information reported on your FAFSA application to the required documents submitted. The Dept of Education requires that we verify this information before awarding federal financial aid. If there are differences between your application information and your financial documents, our office will make an electronic correction on your FAFSA application.

**Submit verification documents as soon as possible. Any delay will not allow the verification to be processed in a timely manner.**

UAHuntsville, Office of Student Financial Services 301 Sparkman Drive, UC 212, Huntsville, Alabama 35899  
Phone (256) 824-6650 Fax (256) 824-6212 financialaid@uah.edu <http://financialaid.uah.edu>

**STUDENT INFORMATION:** PRINT UAHuntsville Student # or Social Security # \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name MI Date of Birth

\_\_\_\_\_  
Permanent Address ( include APT # ) City State Zip Code

Email address \_\_\_\_\_

*Currently enrolled students are contacted via their UAHuntsville email.*

*New students are contacted via the FAFSA email initially. Once the term begins, only the UAHuntsville email is used.*

***Read all instructions carefully to ensure this worksheet and document requirements are submitted in their entirety.***

- 1. Submit a copy of your and your parents' 2012 federal tax return transcript , all 2012 W2's, Schedule C, F, K, and Form 1065.** A tax return transcript is obtained from the IRS. A W2 transcript can be obtain from the IRS. If an amendment (1040X) has been filed, an account transcript is also required.  
Go to <http://www.irs.gov> for instructions on requesting a tax return transcript.  
A copy of your federal 1040 tax return is not acceptable documentation.
- 2. Complete, sign and submit this worksheet and all subsequent forms required to the Office of Student Financial Services.**
- 3. Review your account status on a regular basis at <http://register.uah.edu>**

**A. Obtain and complete the following forms:**

- 1. IDENTITY AND EDUCATIONAL PURPOSE VERIFICATION FORM**
- 2. CUSTOM V4 DEPENDENT VERIFICATION FORM**

These Forms are available to you at the following locations:

- On line: <http://www.uah.edu/financial-aid/forms-policies>
- Office of Student Financial Services, University Center, Room 212
- Request the form via email at [financialaid@uah.edu](mailto:financialaid@uah.edu)

**B. STUDENT and PARENT TAX FILING STATUS.** Answer YES or No to the questions below.

Did you, the student work in 2012? \_\_\_\_\_ Did your parents work in 2012? \_\_\_\_\_

If Yes, submit all 2012 W2's and 1099's, Schedule C, F, K Form 1065 if applicable.

IRS 2012 filing requirements are available at <http://irs.gov/publications/p17>

Did you, the student file a federal 2012 tax return? \_\_\_\_\_ Did your parents file a 2012 federal tax return? \_\_\_\_\_

If Yes, and the IRS Data retrieval tool was not used when completing the FAFSA, submit all 2012 tax return transcripts.

**C. 2012 CALENDAR YEAR UNTAXED BENEFITS:** Do not leave blanks. Enter zero for those benefits that do not apply to you.  
Amounts should be reported in annual increments.

DO NOT INCLUDE UNTAXED SOCIAL SECURITY BENEFITS	STUDENT	PARENT
Amounts reported in boxes 12a -12d on the 2012 W2's. Submit amounts coded D,E,F,G,H,S AND any other payments to tax-deferred pensions and savings plans ( paid directly or withheld from earnings).	\$	\$
Child Support RECEIVED for all Children. Do NOT include foster care	\$	\$
Housing, food, and other living allowance paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	\$	\$
Veterans' non-education benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances	\$	\$
Other untaxed income or benefits not reported elsewhere, such as workers compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Do NOT include student aid, WIA educational benefits, or benefits from flexible spending arrangements	\$	\$
Cash received or money paid on your behalf (bills) not reported elsewhere on this form	\$	\$
Taxable earnings earned from Federal Work Study or other need-based programs	\$	\$

**D. STATEMENT OF SUPPORT.**

If you and/or your parents did not work or file a federal income tax return and you and your parents answered "zero" to all questions in Section C , please describe below how you and/or your parents supported yourselves in 2012 and will support yourselves in 2013. If you need more space, please attach a separate page. A copy of documentation to support this statement may be required.

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By signing this Verification Worksheet, we certify that all the information reported is complete and correct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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