

UNIVERSITY OF PITTSBURGH AT BRADFORD

FINANCIAL AID OFFICE 300 CAMPUS DRIVE, BRADFORD PA 16701

2011-2012 Financial Aid Verification Worksheet

Your federal aid application (FAFSA) was selected for verification, therefore we are required to compare information from your application with signed copies of 2010 federal tax forms, W-2 forms, and other requested documents for you and your spouse (if married), or your parents (if you are a dependent student). Verification of the information you provided on the FAFSA must be done to determine your financial eligibility for federal aid and to award that aid for use toward your educational expenses.

What you should do:

- Complete all sections of this form, front and back; including required signatures.
- Attach copies of each document requested. Federal tax returns must be signed.
- Mail this completed form & all copied documents to the financial aid office.
- Do not make changes to your FAFSA at this time, other than to submit required PIN signatures.

What our office will do:

- The financial aid office will compare the information on the documents you submit to the information shown on your FAFSA and make any corrections needed electronically to the federal processor.
- E-mail you a revised award notification if changes to your FAFSA result in a change in your financial aid due to the verification process.

If verification is not completed, federal financial aid will NOT disburse to your student account and late fees will be assessed on your bill.

STUDENT INFORMATION: Please print neatly so we are able to match your information to your file.

Student's Full Legal Name: _____ **Student ID:** _____

Street Address: _____ City, State, Zip: _____

FAMILY MEMBERS: List yourself first regardless of where you live, list others as they apply.

DEPENDENT STUDENTS should also list:

Your parent(s), which may include a step-parent
 Your parents' other children **IF** your parents will provide more than half of their support from July 1, 2011 through June 30, 2012 **OR** the children would be required to provide your parent(s) information when applying for Federal Student Aid
 Include other people only **IF** they now live with your parent(s) **and** will continue to live with your parents from July 1, 2011 through June 30, 2012 **and** your parents will continue to provide more than half of their support throughout this period

INDEPENDENT STUDENTS should also list:

Your spouse (if married, and not separated)
 Your children if you* will provide more than half of their support from July 1, 2011 through June 30, 2012, even if they do not live with you
 Include other people only **IF** they now live with you **and** will continue to live with you from July 1, 2011 through June 30, 2012 **and** you* will continue to provide more than half of their support throughout this period
**This includes support provided by your spouse if you are currently married and not separated.*

Full Name	Age	Relation to Student	College/University attending 2011-2012
		Self	University of Pitt-Bradford

() Check here and attach a separate sheet with all pertinent information if more space is needed for additional household members.

TAXABLE INCOME CERTIFICATION:

Student: _____ Parent, if applicable: _____

I certify that I filed a 2010 federal income tax return with the IRS, a tax return from Puerto Rico, or a foreign income tax return and will provide a signed copy along with all federal schedules filed with it and copies of my W-2s to the financial aid office.**
 - or -

I certify that I will not file and that I am NOT REQUIRED to file a 2010 federal income tax return with the IRS, a tax return from Puerto Rico, or foreign income tax return, but that I did work. I will provide a copy of my 2010 W-2 to the financial aid office.

- or -
 I certify that I will not file and that I am NOT REQUIRED to file 2010 federal income tax return with the IRS, a tax return from Puerto Rico, or foreign income tax return this tax year, because I did not work.

The IRS can provide a federal tax return transcript or wage transcript as a substitute for the federal tax return and/or wage statement(s). Call the IRS at 1-800-829-1040 to have the needed transcript(s) sent to you. There is no charge to obtain these documents. **Don't forget to sign your tax forms.

OVER

**Do Not Leave Any Section Below Blank,
this will delay processing**

2011-2012 VERIFICATION WORKSHEET – *continued*

The student (and parent if dependent student) must answer each question below. Enter the **total annual amount** received January 1, 2010 through December 31, 2010, or a zero if none was received.

ADDITIONAL FINANCIAL INFORMATION

Child support ***paid out*** of your household in the year 2010, and the name of each child for whom it is paid. Also provide the name of the person who was responsible to pay the child support. *If you need more space, attach a separate sheet.*

Total amount paid for the year: \$ _____ for: _____ paid by: _____

Total amount paid for the year: \$ _____ for: _____ paid by: _____

Taxable earnings from need-based employment programs such as the federal work study program:

Student/Spouse total: \$ _____ Parent total: \$ _____

OTHER UNTAXED INCOME INFORMATION—If the amount is \$0, enter –0-

Sources of Untaxed Income Received in 2010	Student	Spouse/Parent
Child Support received into the household for <i>all</i> children. • Amounts for dependent students should be reported in "Parent" column. • Do not include foster care or adoption benefits.	\$	\$
Housing, food, and other living allowances paid to members of the military, clergy, and others. Source: _____	\$	\$
Veteran's non-educational benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. Source: _____	\$	\$
Other untaxed income or benefits such as Worker's Compensation, Disability, untaxed pensions, etc. (Do not include Social Security benefits.) Source: _____	\$	\$
Cash received, or any money paid on your behalf for bills (rent, utilities, insurance, car payment) that are in your name but were paid by another person and not reported elsewhere. Source: _____	\$	\$

If the household income is significantly low, please provide written explanation of how the family is supported. Include amounts of household bills and how they are paid as well as any assistance received.

SIGNATURES:

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

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

Student signature (**required**): _____ Phone: (_____) _____

Parent signature (**required if applicable***): _____ Date: _____

*A parent signature is required for all dependent students (those students required to use parental information to complete the FAFSA).