

Your 2013-2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding any Federal Student Aid, we must ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information will be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and the other required documents to the financial aid office at Morrison Hall. If you have questions about this form, contact the financial aid office as soon as possible at (973) 720-2202 so that your financial aid will not be delayed.

If your biological or adoptive *parents are divorced or separated, you should have answered the FAFSA questions about the parent you lived with more during the past 12 months. (If you did not live with one parent more than the other, you should have answered the FAFSA questions about the parent who provided more financial support during the past 12 months or during the most recent year that you actually received support from a parent.) If this parent is remarried as of today, include your stepparent as a household member.

In the chart below, list the people in the household of the *parent for whom information was provided on the FAFSA.

Members of the 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 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.

In addition to listing the appropriate household members, also provide the college information for the household members 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. It is not necessary to include the college information of your parents.

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
Mary Jones (example)	28	Wife	Central University	Yes

Dependent Student's Income Information to Be Verified

- Complete **SECTION 1** if student files a tax return.
OR
- Complete **SECTION 2** if student will NOT file a tax return.

SECTION 1

Instructions: Complete this section if the student 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.* 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.

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 choose not to use the IRS DRT in FAFSA on the Web, and instead is attaching a **2012 IRS Tax Return Transcript(s)**.

To obtain a **2012 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "**IRS Tax Return Transcript**" and not the "IRS Tax Account Transcript."

SECTION 2

TAX RETURN NONFILERS – Complete this section **only** 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 attached. Attach copies of all 2012 IRS W-2 forms issued to you by employer(s). *List every employer even if they did not issue an IRS W-2 form. **Student must provide a signed written explanation on a separate paper if a W-2 form is not attached for every employer. Include name and Banner ID on the paper. If more space is needed to list all employers, attach a separate page with your name and Banner ID at the top.***

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

Parent's Income Information to Be Verified

- Complete **SECTION 1** if parent(s) files a tax return
OR
- Complete **SECTION 2** if parent(s) will **NOT** file a tax return.

Important Note: The instructions below apply to each parent included in the household.

SECTION 1

Instructions: Complete this section if the parents 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.* 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.

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 are attaching a **2012 IRS Tax Return Transcript(s)**. If the parents file separate 2012 IRS income tax returns, a 2012 IRS Tax Return Transcripts must be submitted for both parents.

To obtain a **2012 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "**IRS Tax Return Transcript**" and not the "IRS Tax Account Transcript."

SECTION 2

TAX RETURN NONFILERS – Complete this section **only** if the parent(s) will not file and are not required to file a 2012 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2012.
- The parent(s) was employed in 2012 and has listed below the names of all the parent's employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. Parent must provide a signed written explanation on a separate paper if a W-2 form is not attached for every employer. Include student's name and Banner ID on the paper. If more space is needed, attach a separate page with the student's name and Banner ID at the top.*

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

***The parents' household as defined by financial aid regulations is listed on the first page.**

- Complete **SECTION A** if a household member received SNAP benefits in 2011 or 2012.
- Complete **SECTION B** if a household member **PAID** Child Support in 2012.
- **ALL** students and one parent whose information was reported on the FAFSA must sign in **SECTION C**.

SECTION A.

Input a check in the box if someone in the parent's household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years. 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).

One of the persons listed as a household member on this form received SNAP benefits in 2011 or 2012.

SECTION B.

If 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 the 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

SECTION C.

Certifications and Signatures

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.

WARNING: If you purposely give false Or misleading information you may be Fined, be sentenced to jail, or both.

Print Student's Name

855 _____
Student's ID Number

Student's Signature

Date

Parent Signature

Date

Mail this form and the required attachments to:

**WPU Financial Aid Office
300 Pompton Road
Wayne, NJ 07470**

Forms may be faxed to: **973-720-3133**. Do not forget to include a copy of your and your parent(s) 2012 IRS Tax Return Transcript. Access your WPCONnect account after 3 business days to confirm your submission. Incomplete and/or unsigned forms delay the processing of aid.