



**Seminole State College  
Financial Aid Office  
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Seminole, Ok 74818**



2004

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**2011-2012 INDEPENDENT STUDENT  
PELL VERIFICATION  
WORKSHEET INSTRUCTIONS**

Your application was selected for review in a process called "Verification". In this process, we will be comparing information from your Free Application for Federal Student Aid with signed copies of your 2010 federal tax forms, along with any schedules used to complete your 2010 federal returns. You may also need to provide our office with the W-2 forms and/or other financial documents you needed to complete the tax return. By law, we have the right to ask you for this information before awarding federal aid. If there are differences between your application information and your financial documents, we will send the necessary correction(s) electronically to the Department of Education to have your information reprocessed. If you have any questions about completing the attached or enclosed worksheets, you may contact Seminole State College Financial Aid Office. All of the enclosed forms are available under the financial aid window at the Seminole State College website, [www.sscok.edu](http://www.sscok.edu).

**What you should do:**

1. Read these instructions carefully before completing the worksheets.
2. Collect your tax forms (signed copies of 2010 Federal tax returns and all schedules, W-2 forms, etc.) if you filed.
3. Fill in and sign the worksheets and submit the completed worksheets, copies of tax forms (and any other documents requested) to the Seminole State College Financial Aid Office.
4. The requested forms can be faxed or e-mailed to the numbers listed above.

**·All documents requested must be signed; if the financial aid office receives unsigned documents the file will not be processed.**



# 2011-2012 Verification Worksheet

## Federal Student Aid Programs

FORM APPROVED  
OMB NO. 1845-0041

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2010 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

### What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

### A. Student Information

Last name

First name

M.I.

Social Security Number

Address (include apt. no.)

Date of birth

City

State

ZIP Code

Phone number (include area code)

### B. Family Information

List the people in your household, including:

- yourself, and your spouse if you have one, and
- 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, and;
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	City University
		Self	

**C. Student's Tax Forms and Income Information (all applicants)****Independent**

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a signed copy of your tax return.
- Check here if a signed tax return will be submitted to the school by \_\_\_\_\_ (date).
- Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

**D. Spouse's Tax Forms and Income Information (if student is married)**

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a signed copy of your and your spouse's joint tax return.
- Check here and attach spouse's signed tax return if your spouse filed a separate return.
- Check here if a signed spouse's tax return will be submitted to the school by \_\_\_\_\_ (date).
- Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the FAFSA.)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your spouse did not file and is not required to file a 2010 Federal income tax return, list below your spouse's employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

**E. Sign this Worksheet**

Each person signing this form certifies that all the information reported on it is complete and correct. If married, spouse's signature is optional.

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

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Spouse Date

Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school. Don't forget to sign your tax forms.

# Supplemental Information

**2011-2012**

**Parents Q91**

**Students Q43**

	<b>Student's and or Parent's Additional Financial Information. From questions 44 and 92</b>	
a.	Education credits (American Opportunity, Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31.	\$
b.	Child support paid because of divorce or separation or as a result of legal requirement. Don't include support for children in your household, as reported in question 93.	\$
c.	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistanships.	\$
d.	Taxable student grant and scholarship aid reported to the IRS in your (or your parents) adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistanships.	\$
e.	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. <b>Do not enter untaxed</b> combat pay.	
f.	Earnings from work under a cooperative education program offered by a college.	

**Parents Q92**

**Students Q44**

	<b>Student's and or Parent' s Untaxed Income</b>	
a.	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 Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$
b.	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualifying plans from IRS Form 1040-total of lines 28+32 or 1040A-line 17.	\$
c.	Child support you receive for all children. <b>Don't include</b> foster care or adoption payments.	\$
d.	Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b.	\$
e.	Untaxed portions of IRA distribution from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b). Excluding rollovers. If negative, enter zero here.	\$
f.	Untaxed portions of IRA pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Excluding rollovers. If negative, enter zero here.	\$
g.	Housing, food, and other living allowances paid to member of the military, clergy, and others (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base housing or the value of a basic military allowance for housing.	\$
h.	Veterans' noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and / or VA Educational Work-Study allowances.	\$
i.	Other untaxed income not reported in items 44a through 44h or 92a through 92h, such as worker's compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040-line 67 and the first \$2400 of unemployment benefits received. <b>Don't include</b> 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.	\$
j. XXXXXX	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$

Please print student name

<b>Student Name</b>	<b>DATE</b>
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