



Dear Student,

Your financial aid application for the 2012-13 academic year has been selected for verification. Verification is a process initiated by the Federal Department of Education that requires colleges to verify financial aid application information for students applying for federal funds. The University must conclude this review prior to approving a Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Perkins Loan, or need-based University funds. In addition, student employment under the Federal Work Study program will not be approved or continued after June 30, 2012, nor will the University be able to certify a Federal Stafford Student Loan Application until verification is completed.

Enclosed is a 2012-2013 Dependent Student Verification Worksheet that must be completed and returned to the Financial Aid Office. Please note that the U.S. Department of Education revised the requirements to verify federal income and taxes paid. In prior years signed photocopies of federal tax returns were permitted to be submitted to colleges for review. Beginning with the 2012-2013 academic year student and parent tax filers may no longer submit photocopies of their returns and instead are afforded two options: use the online FAFSA IRS retrieval option to transfer federal tax data from the IRS onto the FAFSA, or obtain an IRS tax transcript to present to schools. Instructions for both options are contained on the Verification Form. Please note that in some cases we do specifically request tax filers submit signed copies of federal tax returns for our review of institutional need-based aid. For example, all first time university need-based aid recipients must submit signed copies of parent and student federal tax return; however the aforementioned federal options must be chosen to finalize eligibility for federal aid.

Although you may have already received your financial aid award letter from the University for the 2012-13 academic year, final approval of the awards will be contingent upon your response to this verification request. In order to avoid any undue delay, we request you return the Verification Form and tax filers must complete either the IRS data retrieval option or submit tax transcripts as soon as possible. For a clearer understanding of verification requirements, please read the policy and procedures listed on the reverse side of this letter.

If you have any questions or require assistance, please contact the Financial Aid Office at (570) 941-7701 or 1-888-SCRANTON.

Sincerely,

William R. Burke  
Director of Financial Aid



**THE UNIVERSITY OF SCRANTON**  
**DEPENDENT VERIFICATION POLICY AND PROCEDURES**  
*The section below explains your rights and responsibilities. Please read carefully.*

Submission of Requested Documentation

All requested information must be provided to The University of Scranton Financial Aid Office within six weeks of the notification date. If the requested documentation is unavailable at the time of the request, an extension can be granted provided the Financial Aid Office receives a written request explaining the reason the documentation is not provided and an estimated date the information will be available. Please note, however, that Federal and institutional aid cannot be finalized until such time as all requested documentation is provided. Failure to satisfy all requests will result in the cancellation of all Federal aid and University of Scranton need-based grant aid.

Documentation Required

- A completed ***Dependent Verification*** form. (Available from the Financial Aid Office).
- Use of the IRS data retrieval option to carry over tax information onto your FAFSA or submission of federal tax transcripts.
- Any other verification forms requested by the Financial Aid Office such as W2 forms, asset verification forms, medical expense forms, household size verification form, etc.....

Review of Information

After all requested information is submitted, application data will be verified. If all application information is accurate or within federally approved tolerances, aid will be processed and/or finalized. If corrections are required, the Financial Aid Office will correct the data electronically with the Federal Student Aid Program and process your aid request.

Notification of Verification Results

Notification of your award eligibility and/or certification of Federal loans will indicate your eligibility for Federal and institutional funds. In cases where aid had been previously awarded, notification will only be sent when program eligibility changes.

Overpayment of Federal Funds

In cases where corrections result in an overpayment of Federal funds, you will receive notice on steps required to repay the Federal programs and the consequences of not making proper repayment.

Reporting Fraud

In cases where intent to commit fraud to obtain federal funds is suspected, the University will refer the case to the U.S. Department of Education's Office of Inspector General for review and resolution, and no further processing of financial aid will occur until the case is resolved.

**Any questions concerning these policies and procedures should be directed to The University of Scranton Financial Aid Office.**

## 2012–2013 Verification Worksheet

### Dependent Student

Your 2012–2013 Application for Financial Aid was selected for verification. To verify that you provided correct information, the University of Scranton 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 this form to our office. You will be notified if additional information is required. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

#### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Royal ID or Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

#### B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2012, through June 30, 2013, or if the other children would be required to provide parental information if they were completing a FAFSA for 2012–2013. Include children who meet either of these standards, even if they do not live with your parent(s).

**NOTE: Siblings** enrolled in graduate/professional level programs may only be included if **parents will provide** more than half of their support. **Educational costs and student aid and any assistantships must be considered in the calculation.**

- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2013.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2012, and June 30, 2013. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

### C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an amended 2011 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, filed or will file a 2011 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, see your financial aid administrator.*

**Check the box that applies:**

- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- ☐ The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2011 IRS income information into the student's FAFSA once the student has filed a 2011 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- ☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2011 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://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." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2011 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*
- ☐ Check here if the student's IRS tax return transcript is attached to this worksheet.
- ☐ Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

2. TAX RETURN NONFILERS—Complete this section if the student, will not file and is not required to file a 2011 income tax return with the IRS.

**Check the box that applies:**

- ☐ The student was not employed and had no income earned from work in 2011.
- ☐ The student was employed in 2011 and has listed below the names of all the student's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2011 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2011 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, see the student's financial aid administrator.*

**Check the box that applies:**

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- ☐ The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2011 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- ☐ The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2011 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2011 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2011 tax returns were filed, 2011 IRS tax return transcripts must be submitted for each parent.*
- ☐ *Check here if an IRS tax return transcript(s) is attached to this worksheet.*
- ☐ *Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

**2. TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file and is not required to file a 2011 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 2011.
- ☐ The parent(s) was employed in 2011 and has listed below the names of all the parent's employers, the amount earned from each employer in 2011, and whether an IRS W-2 form is attached. Attach copies of all 2011 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. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2011 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Student's Name: \_\_\_\_\_ Royal ID or SSN: \_\_\_\_\_

### E. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

2. Complete this section if one of the student's parents paid child support in 2011.

☐ One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2011. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2011 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security 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 2011
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

### F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.  
The student and one parent must sign and date.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***Submit this worksheet to The University of Scranton, Financial Aid Office,  
800 Linden Street, Scranton, PA 18510. Fax: 570-941-4370***

***You should make a copy of this worksheet for your records.***