

## 2012-13 Verification Federal Student Aid Programs

Your FAFSA has been selected by the Department of Education for review in a process called verification. Federal regulations require that we verify the information you submitted using the documents requested below. *Your financial aid cannot be processed until all of the documents have been received.*

*Important new information for 2012-13 academic year. Please read carefully.*

### Required Verification Documents

2012-13 Verification Worksheet (attached)

To verify Income Information:

- **IRS Data Retrieval Tool: (Recommended)**

If the IRS Data Retrieval Tool was offered to you when you completed your FAFSA, but your taxes had not been filed at that time, you may update your tax information using this tool. To update your information return to [www.fafsa.gov](http://www.fafsa.gov), select “Make FAFSA Correction,” go to Financial Information and follow the instructions. **If you are not eligible to use the IRS Data Retrieval Tool or you choose not to use it, you must submit an official IRS tax transcript.**

- **Official IRS transcript (required if IRS Data Retrieval Tool is not used)**

IRS tax transcripts are now required by the Department of Education beginning with the 2012-13 academic year. Copies of IRS 1040 tax forms may no longer be used for verification. Tax filers may request a transcript free of charge from the IRS one of three ways:

1. **Online Request—[www.irs.gov](http://www.irs.gov)**

- a. Click **Order a Tax Return or Account Transcript**
- b. Click **Order a Transcript**
- c. Request a **Return Transcript**

*Note: Transcript should be received within 5-10 days of successfully transmitted online request.*

*Online requests can be sent only to the tax filer.*

2. **Telephone Request—(800) 908-9946**

- a. Follow prompts to enter all necessary tax filer information
- b. Select **Option 2** and enter **2011** when prompted

*Note: Transcript should be received within 5-10 days of telephone request.*

*Telephone requests can be sent only to the tax filer.*

3. **Paper Request Form—IRS Form 4506T-EZ**

- a. Download form at [www.irs.gov](http://www.irs.gov)
- b. Line 5 provides an option to send the IRS Tax Transcript to a third party. (*You must contact the BJU Financial Aid Office if you use this option.*)
- c. Mail or fax complete form to the appropriate address or FAX number provided on page 2 of the form.

*Note: Transcript should be received within 5-10 days of processing of mail or FAX request.*

# INDEPENDENT

## 2012-13 Verification Worksheet

**Please submit this worksheet along with any financial documents requested to the BJU Financial Aid Office—Fax: (864) 235-2897 Mail: 1700 Wade Hampton Blvd. Greenville, SC 29614**

*Note: You qualify as an independent student only if you meet any of the following criteria (which you can find in Dependency Status section of the FAFSA):*

- You were born before January 1, 1989
- You are pursuing a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD)
- You are married
- You have children who receive more than half of their support from you
- You have dependents (other than children or a spouse) who live with you and receive more than half of their support from you
- Your parents are dead, or you are (or were until age 18) a dependent of the court
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training
- You are a veteran

### Student Information

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
 Student BJU ID \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Complete Address \_\_\_\_\_

### Family Information

Please list the following:

- Yourself and your spouse, if you have one
- Your children even if they do not live with you, if you will provide more than half of their support from July 1, 2012, through June 30, 2013
- Other people if they now live with you, if you will have provided at least half of their support between July 1, 2012, and June 30, 2013
- The name of the college for any household member who will be enrolled in a degree, diploma or certificate program and will be attending at least half time between July 1, 2012, and June 30, 2013

Full Name	Age	Relationship	College (if applicable)
		<i>Self</i>	<i>Bob Jones University</i>

*If more space is needed, please continue list on a separate piece of paper and attach.*

### Tax Return Filer Information (Check all that apply.)

- Used the IRS Data Retrieval Tool to complete the FAFSA and made no changes
- Student
- Spouse

- Has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer the 2011 tax information to the FAFSA once the tax return has been filed. (See instructions on page 1.)**
  - Student
  - Spouse
- Is unable or chooses not to use the IRS Data Retrieval Tool, and will submit a copy of a 2011 IRS tax transcript. (See instructions for requesting transcript on page 1.)**
  - Student
  - Spouse

**Tax Transcript Information** *(Check all that apply.)*

- Tax transcript is attached**
  - Student
  - Spouse
- Tax transcript has been requested. Provide approximate date transcript is expected.**
  - Student \_\_\_\_\_
  - Spouse \_\_\_\_\_
- Tax transcripts will be requested after taxes are filed. Provide approximate date.**
  - Student \_\_\_\_\_
  - Spouse \_\_\_\_\_

**Tax Return Non-filers**—Complete this section if student or spouse will not file and is not required to file a 2011 income tax return with the IRS. *(Information about tax filing requirements can be found at [www.irs.gov](http://www.irs.gov))*

- Not employed and had no income earned from work in 2011 and not required to file a tax return**
  - Student
  - Spouse
- Employed in 2011. Please list below the names of all employers and amounts earned. You must submit a copy of all W-2 forms received from any employer.**
  - Student
  - Spouse

Non-Tax Filer's Name	Name of Employer in 2011	Amount Earned in 2011

*If more space is needed, please continue on a separate piece of paper and attach.*

**Child Support**

Complete this section if you or your spouse paid child support in 2011.

Name of Person Paying Child Support	Amount Paid	Child Support Recipient	Name of child (children) for whom support was paid

**Signature**

By signing this worksheet, I (we) certify that the information reported is complete and correct.

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

Spouse (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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