

# 2012-2013 Verification Form

## South Dakota Public Higher Education

Black Hills State University ♦ Dakota State University ♦ Northern State University  
 South Dakota School of Mines & Technology ♦ South Dakota State University ♦ The University of South Dakota

Send all paperwork to: **Enrollment Service Center (ESC)**  
 414 East Clark St SDU 317      FAX (605) 677-6828  
 Vermillion, SD 57069-2390      Phone (605) 677-6948 or (800) 404-1547

**Instructions**

- **MAKE SURE ALL SECTIONS OF FORM ARE COMPLETED IN FULL OR IT WILL DELAY THE FINANCIAL AID PROCESS.**
- **PLEASE USE BLACK INK.**
- **DEPENDENT STUDENTS (required to include parent information on the FAFSA)** must complete ALL SECTIONS of this form.
- **INDEPENDENT STUDENTS** must complete all sections EXCEPT Section 6.

**1. Student Information:**

Last Name	First Name	M.I.	Student ID Number or Social Security Number
			(      )
Address (include Apt. No.)			Phone Number (include area code)
City	State	ZIP	E-mail

**2. Family Information:**

◆ **Dependent Students** (required to include parent information on the FAFSA): List the people your parent(s) will support between July 1, 2012 and June 30, 2013. **Include yourself, your parent(s), and your parents' other children (if your parent(s) provide more than one half of their support OR the children would be required to provide your parents' information when completing the FAFSA).** Include other people as part of the family if your parent(s) provide more than half of their support and will continue to support them between July 1, 2012 and June 30, 2013.

◆ **Independent Students:** List the people that you (and your spouse) will support between July 1, 2012 and June 30, 2013. **Include yourself and, if applicable, your spouse, your children if you provide more than one half of their support,** and other people if they live with you and receive more than half of their support from you and will continue to do so between July 1, 2012 and June 30, 2013.

In addition to listing your family members below, if any of the members will be attending college at least half-time between July 1, 2012 and June 30, 2013, and will be in a degree or certificate program, include the name of their college/postsecondary school. Always list yourself (the student) first. If you need more space, attach a separate page.

Name	Age	Relationship	Name of <b>College/Postsecondary</b> School attending in 2012/2013
		STUDENT/SELF	

**3. Food Stamps (SNAP):** Did anyone in the student's household (listed in Section 2) receive benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years?  
 (Please check one) Yes  No

**4. Child Support Paid:** Did anyone in the student's household (listed in Section 2) pay child support in 2011?  
 (Please check one) Yes  No

If yes, complete this section:

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

**COMPLETE AND SIGN THE BACK OF THIS FORM**

**5. Student Income information: Please include spouse's income information if student is married.**

TAX RETURN FILERS - Complete this section if the student filed or will file a 2011 income tax return with the IRS. **Check the box that applies:**

- The student (and spouse) has used the IRS Data Retrieval Tool 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 (and spouse) has not yet used the IRS Data Retrieval Tool, but will use the tool to retrieve and transfer 2011 IRS income information into the student's FAFSA. *For instructions on how to use the IRS Data Retrieval Tool, see "Instructions for Providing Tax Documentation".*
- The student (and spouse) is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web. Attached is a **2011 IRS tax return transcript**—not a photocopy of the income tax return. *For instructions on how to obtain a tax return transcript, see "Instructions for Providing Tax Documentation".*

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 (and spouse) was not employed and had no income earned from work in 2011.
- The student (and spouse) 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?

**6. Parent Income information - Dependent Students Only** (required to include parent information on the FAFSA):

TAX RETURN FILERS - Complete this section if the parent(s) filed or will file a 2011 income tax return with the IRS. **Check the box that applies:**

- The IRS Data Retrieval Tool was used to retrieve and transfer the parent(s) 2011 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The parent(s) has not yet used the IRS Data Retrieval Tool, but will use the tool to retrieve and transfer the parent 2011 IRS income information into the student's FAFSA. *For instructions on how to use the IRS Data Retrieval Tool, see "Instructions for Providing Tax Documentation".*
- The parent(s) is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web. Attached is a **2011 IRS tax return transcript**—not a photocopy of the income tax return. *For instructions on how to obtain a tax return transcript, see "Instructions for Providing Tax Documentation".*

TAX RETURN NONFILERS - Complete this section if the 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 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?

**7. Certification of signatures: SENDING WITHOUT SIGNATURES WILL DELAY FINANCIAL AID PROCESS.**

By signing this worksheet, I (we) certify that all information reported on this form to qualify for Federal aid is complete and correct.

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