

Student Information (please print)

Last Name

First Name

Middle Initial

CSUN ID Number: _____

VERIFICATION WORKSHEET 2013-2014 (Independent)

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **verification**. Before your aid eligibility can be determined we must verify certain income and household size information on your FAFSA. If there are differences between the FAFSA information and the verification documents you submit, we will make corrections to your FAFSA based on Federal Regulations and University Policy.

WE STRONGLY ENCOURAGE YOU TO SUBMIT YOUR DOCUMENTS IN PERSON AND TO RETAIN A COPY FOR YOUR RECORDS.

IMPORTANT INFORMATION

1. Read the Verification Guide at www.csun.edu/financialaid/resources/verification_guide.php for help with completing this form.
2. **Priority Document DEADLINE JUNE 3, 2013.** Documents submitted after this date, will not have enrollment protection for the upcoming semester.
3. Due to the large volume of paperwork, review of your submitted documents may take up to 9 weeks.
4. Answer all sections A thru J of this worksheet. Incomplete packets will not be accepted and will be mailed back to you in its entirety. Incomplete documents will not have enrollment protection for the upcoming semester.
5. If you answer questions on this worksheet using "N/A," OR leave answers blank, OR cross out responses it will delay your file from being processed. If a question does not apply to you or your spouse ANSWER \$0.

IRS DATA INSTRUCTIONS FOR STUDENT AND SPOUSE

HOW TO USE THE IRS DATA RETRIEVAL TOOL (IDRT) ON FAFSA:

If you have not already used the IRS Data Retrieval Tool at the time of your initial FAFSA filing, you may be able to use this option now so that you do not need to submit a Federal Income Tax Transcript:

1. Log on to www.FAFSA.gov and select "Make FAFSA Corrections".
2. Navigate to the "Financial Information" section and open the drop down menu on the question "For 2012, have you completed the IRS income tax return or another tax return?"
3. Select "Already Completed".
4. Follow the on-line instructions to transfer your 2012 IRS tax data directly using the IRS Data Retrieval Tool (**IDRT**).
5. Allow 2 weeks from the date that you submit your FAFSA corrections for CSUN to receive your updates. We will verify that you/your spouse have used the IDRT before completing verification. Not everyone may be eligible to use this method.

If you or your spouse are ineligible to use the IDRT, you will need to request 2012 Federal Income Tax Transcript from the IRS before you submit this verification packet.

HOW TO REQUEST TAX RETURN TRANSCRIPTS FROM THE IRS:

If you or your spouse were NOT eligible to use the IRS Data Retrieval tool, you MUST obtain copies of the 2012 Federal Income Tax Transcript.

- **On-Line:** go to www.IRS.gov and click on the "Order a Return or Account Transcript" link. You will request a "**Return**".
- **By Phone:** call **1-800-908-9946**. Use the automated system. You will need your Social Security Number, date of birth, and the address on file with the IRS to place your request for your IRS Tax Return Transcript. It takes up to **2 weeks** for the IRS to have your income information available if you filed an electronic IRS tax return (i.e. e-filers), and up to **8 weeks** if you mailed a paper IRS tax return.

You must obtain a copy the 2012 IRS Federal Income Tax Transcript before you submit this packet. CSUN does not accept Tax Return Transcripts directly from the IRS. An applicant MUST submit a tax transcript as part of the verification packet. If you did not use the IRS Data Retrieval tool and do not include a 2012 Federal Income Tax Transcript, your verification packet will be considered incomplete and it will delay the processing of your Financial Aid. The Financial Aid & Scholarship Department will not be able to protect your enrollment; as such you may be dropped.

VERIFICATION OF 2012 IRS INCOME TAX RETURNS FOR INDIVIDUALS WITH UNUSUAL CIRCUMSTANCES:

Amended IRS Income Tax Return: If you filed an amended tax return, you must submit a signed copy of your 2012 amended 1040X Federal tax return along with either a signed copy of the original 1040 tax return filed or a 2012 IRS Tax Return Transcript.

Victims of IRS Identity Theft: If you are a victim of IRS identity theft and are unable to obtain a 2012 IRS Tax Return Transcript or use the IRS Data Retrieval Tool, you must provide a signed copy of the 2012 paper IRS 1040 Federal Tax Return and a signed copy of IRS Form 14039 "Identity Theft Affidavit."

Foreign Tax Returns: If you filed a foreign tax return, you must submit a signed copy of the foreign tax return along with an English translation with a conversion of all monetary units to U.S. dollars, using the exchange rate in effect as of the date you filed your 2013-2014 FAFSA.

A. STUDENT CONTACT INFORMATION

Address (Include Apt. No.) _____

City _____ State _____ Zip _____

Date of Birth _____ Phone Number (Include Area Code) _____

B. FAMILY INFORMATION

List the following people in your household (even if they do not attend college).

INCLUDE:

1. Yourself
2. Your spouse (if married)
3. Your dependent children*, unborn child* and others* for whom you will provide more than 50% support.

Full Name	Age	Relationship	List Full Name of College or University	Enrolled 1/2 time or more Yes or No
<i>(example) Missy Jones</i>	<i>19</i>	<i>Sister</i>	<i>California State University, Northridge</i>	<i>YES</i>
		Self	California State University, Northridge	

***Dependent children** must be included in the household size even if the children do not live with you, **IF** you will provide more than 50% of support from July 1, 2013 through June 30, 2014 or if the other children would be required to provide parental information if they complete a FAFSA for 2013-14.

***Unborn child** must be born before July 1, 2014 and you must attach a doctor's note with the due date for any unborn child.

***Other** people may be included in the household size if they now live with you and you will provide more than half of their support and will continue to provide more than half of their support through June 30, 2014. (**Note**, additional documentation may be required to verify this information.)

C. STUDENT INCOME

Please check one of the following boxes:

- I, the student, **used the IRS Data Retrieval Tool in FAFSA on the Web** to retrieve and transfer my 2012 IRS income information.
- I, the student, am **attaching a copy of my 2012 Federal Income Tax Transcript**.
- I, the student, **was not employed in 2012 and had no income earned from work in 2012**.
- I, the student, **worked in 2012 and earned money**, but was NOT required to file a 2012 Federal Income Tax Return. **You must provide copies of 2012 IRS W-2 form for each employer worked in 2012 and you MUST complete the boxes below.** (Add a separate sheet if additional space is needed, that includes the student's name and ID number at the top.)

Employer's Name (Use the W-2 form or other earnings statements.)	2012 Amount Earned	IRS W-2 Provided?
<i>Example: Suzy's Auto Body Shop</i>	\$ 2,000	Yes
	\$	
	\$	
	\$	

D. STUDENT ASSETS

Failure to respond to the questions below may delay processing of your financial aid.

1. What was the balance of student's cash/savings/checking account(s) at the time the **FAFSA was filed**? \$ _____
2. What was the net worth of student's real estate & investments at the time the **FAFSA was filed**?
Do not include the value of the home you live in. \$ _____
3. What was the net worth of student's business/investment farm at the time the **FAFSA was filed**? \$ _____

E. SPOUSE INCOME

Please check one of the following boxes:

- I, the spouse, **used the IRS Data Retrieval Tool in FAFSA on the Web** to retrieve and transfer my 2012 IRS income information.
- I, the spouse, am **attaching a copy of my 2012 Federal Income Tax Transcript**.
- I, the spouse, **was not employed in 2012 and had no income earned from work in 2012**.
- I, the spouse, worked in 2012 and earned money, but was NOT required to file a 2012 Federal Income Tax Return. **You must provide copies of 2012 IRS W-2 form for each employer worked in 2012 and you MUST complete the boxes below.** (Add a separate sheet if additional space is needed, that includes the student's name and ID number at the top.)

Employer's Name (Use the W-2 form or other earnings statements.)	2012 Amount Earned	IRS W-2 Provided?
<i>Example: Suzy's Auto Body Shop</i>	\$ 2,000	Yes
	\$	
	\$	
	\$	

F. STUDENT AND SPOUSE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM or SNAP (Formerly Known As Food Stamps)

Please check one of the following boxes:

- I, the student or spouse, certify that a member of the student's household, **RECEIVED** benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2011 or 2012.
- I, the student and spouse, certify that a member of the student's household **DID NOT RECEIVE** Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2011 or 2012.

G. STUDENT AND SPOUSE CHILD SUPPORT RECEIVED

Please check one of the following boxes:

- I, the student or spouse, received Child Support in 2012. **Don't include** foster care or adoption payments. Please report the **total** amount of Child Support Received. \$ _____
- I, the student and spouse, **DID NOT** receive Child Support in 2012.

H. STUDENT AND SPOUSE CHILD SUPPORT PAID

Please check one of the following boxes:

- I, the student or spouse, **paid** Child Support in 2012. Please do not include children listed in your household under Section B of this form.

List below the names of the person(s) who paid the child support, the names of the person(s) 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 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
Please report the total amount of Child Support Paid			\$ _____

- I, the student and spouse, **DID NOT pay** Child Support in 2012.

I. STUDENT MUST SIGN THIS WORKSHEET

By signing this worksheet, I (we) certify that all information reported is complete and correct. **WARNING: It is a Federal Crime if you purposely give false or misleading information on this worksheet; you may be fined, be sentenced to jail, or both.**

If married, spouse's signature is optional.

Student Date

Spouse Date

RETURN THIS FORM AND SUPPORTING DOCUMENTATION:

IN PERSON:
Financial Aid and Scholarship Department
Bayramian Hall 1st floor Lobby
Student Services window 1, 2, 3

BY MAIL:
CSUN Financial Aid and Scholarship Department
18111 Nordhoff Street
Northridge, CA 91330-8307

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