

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**  
**2011-2012 VERIFICATION WORKSHEET**

Your application was selected for a process called "Verification." In this process, we will be comparing information from your Free Application for Federal Student Aid (FAFSA) with **signed** copies of 2010 Federal tax form(s) and W-2 form(s) from you and your parents (if applicable). If you filed as a Dependent student on the FAFSA, you and your parent(s) will need to complete this form. If you filed as an Independent student on the FAFSA, you and your spouse (if applicable), will need to complete this form. We will be unable to award financial aid until the verification process has been completed. It is imperative that you submit all the requested documents (signed and completed) as soon as possible.

**What you should do:**

1. Collect (*as applicable*) copies of the required financial documents as described in Section C (for yourself regardless of your dependency status, and your spouse, if applicable) and Section D (for your parent(s) if you are a Dependent student). These include **signed** 2010 Federal income tax returns and W-2 forms. **If you do not have a copy of a necessary tax return, you may contact the IRS at 1-800-908-9946 or 1-800-829-1040 and request a free tax transcript and W-2 transcript.**
2. Complete this worksheet. **Do not leave any questions blank.**
3. Sign and send the completed worksheet, tax forms, W-2 forms, and any other requested documents to the Financial Aid Office at your campus. If you need assistance, please contact your Financial Aid Office.

**Section A: Student Information**

Last Name	First	M.	Student Social Security Number (Will never be displayed or revealed)
Address (include Apartment Number)			Date of Birth
City	State	Zip	Phone Number (include area code)

Are you a RETURNING STUDENT?    YES    NO   Student E-Mail address: \_\_\_\_\_

**Section B: Family Information**

**Dependent students**, list the *individuals who will live in your parent(s)* household between July 1, 2011 and June 30, 2012.

- Include:
- Yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
  - Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support between July 1, 2011 and June 30, 2012, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
  - Other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support between July 1, 2011 and 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 family member, excluding your parent(s)**, who will be attending college 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, please attach a separate page.

**Independent students**, list the *individuals who will live in your* household between July 1, 2011 and June 30, 2012. Include:

- Yourself, and your spouse if you have one, and
- Your children, if you will provide more than half of their support between July 1, 2011 and 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 you will continue to provide more than half of their support between July 1, 2011 and 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 family member, excluding your parent(s)**, who will be attending college 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, please attach a separate page.

Full Name	Age	Relationship	College
		SELF	CCSNH

**Section C: Student/Spouse Tax Forms – check only one box in Section C**

- A. Check here and attach a **signed** copy of your (and spouse if applicable) 2010 Federal tax return, schedules, and W-2 forms
- B. Check here if you **will not** file and **are not required** to file a 2010 Federal tax return

If you checked Box B above, list your employer(s) and report any income from working in 2010 in the area below.

Employer Name	Dollar amount earned (from W-2)
	\$
	\$

**Section D: Parent(s) Tax Forms – check only one box in Section D and only if you are a dependent student**

- A. Check here and attach a **signed** copy of your 2010 Federal tax return, schedules, and W-2 forms
- B. Check here if you **will not** file and **are not required** to file a 2010 Federal tax return

If you checked Box B above, list your parent(s)' employer(s) and report any income from working in 2010 in the area below.

Employer Name	Dollar amount earned (from W-2)
	\$
	\$

**Section E: Students/spouse please complete the left column. Dependent students have your parent(s) complete the right column. Independent students do not need to include parents' information. IF ZERO ENTER ZERO**

Student/Spouse	Calendar Year 2010	Parent(s)
\$	Child support <b>paid</b> because of divorce or separation or as a result of a legal requirement. <b>Don't include</b> support for children in your (or your parents') household, as reported in question 93 (or question 72 for your parents).	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income. <b>Includes AmeriCorps</b> benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay reported on the W-2(Box 12, Code Q) not on FAFSA	\$
\$	Earnings from work under a cooperative education program offered by a college	\$
	<b>Calendar Year 2010</b>	
\$	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 in Boxes 12a - 12d, codes D, E, F, G, H, & S	\$
\$	Child Support <b>received</b> for all children. Don't include foster care or adoption payments.	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances	\$
\$	Other untaxed income not reported in items 92a through 92h, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040—line 67 <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.	\$
\$	Money <b>received</b> , or paid on your behalf (e.g. bills), not reported elsewhere on this form	XXXXX

**Section F: Signatures -- Both** the student and at least one parent (if student is a Dependent) must sign.

**By signing this worksheet, I/we certify that all of the information reported to qualify for Federal student aid is complete and correct. If I receive financial aid based on false or misleading information, I will be required to return the funds.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date