

Office of Financial Aid/Scholarship 500 Sparks Hall; Murray, KY 42071-3312 msu.sfa@murraystate.edu

P: 800-272-4MSU ext 3

P: 270-809-2546 F: 270-809-3116

2012-2013 Verification Worksheet

Your application was selected for review in a process called "Verification". In this process, Murray State University (MSU) will compare data from your Free Application for Federal Student Aid (FAFSA) with your 2011 tax and other financial documents. The law says our office has the right to ask for this information before awarding federal financial aid. If there are differences between your application information and your financial documents, you, or our office, may be required to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification worksheet and submit it to the Office of Financial Aid/Scholarship so our office may continue processing your request for financial aid. Please do not hesitate to contact our office if you need assistance.

What you should do

- 1. Collect your and your spouse's, if married, and your parent(s)' financial documents (Federal income tax forms, W-2 forms, etc.) to assist with the completion of the worksheet
- Complete and sign the worksheet, you and at least one parent, if you are a dependent student
- Submit the completed form along with W2 and/or any other required financial documents
 - a. If you did not successfully complete the IRS Data Retrieval Tool to complete your FAFSA, submit an IRS Federal Tax Transcript. A link to the IRS Transcript Request Procedures may be found on your myGate account.

Last Name	First Name	MI	Social Security Number / Student M#
Address			Date of Birth
City	State	Zip Code	Phone Number (including area code)

Family Information

A. Student Information

List the people in your household, including:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parent(s), your spouse, if married, and
- Your parents' other children, even if they don't live with your parent(s), if (a) your parent(s) will provide more than half of their support from July 1, 2012 through June 30, 2013, 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 parent'(s), and your parent(s) provided more than half of their support and will continue to provide more than half of their support from July 1, 2012 through June 30, 2013.

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College / University
		Self	Murray State University

C. Student's Income and Data to be Verified ~ please check appropriately

o. Student 3 moonic and Data to be Vermed ~ piease check appropri	atery					
I have used the IRS Data Retrieval Tool to complete the income data in the FAFSA. I have not yet used the IRS Data Retrieval Tool to complete the income data in the FAFSA. If eligible, I will 'Make a Correction' to my FAFSA and use the IRS Data Retrieval Tool. I will submit a 2011 IRS Federal Tax Transcript by (enter the date). I was not able or chose not to use the IRS Data Retrieval Tool to complete income data in the FAFSA. I have contacted the IRS per the provided information link on myGate. I have submitted the 2011 IRS Federal Tax Transcript. I am submitting the 2011 IRS Federal Tax Transcript. I will submit a 2011 IRS Federal Tax Transcript by (enter the date). **Non-Tax Filers** I was not employed and had no income earned from work during the calendar year 2011. I was employed and income from work during calendar year 2011 is provided.						
Sources of Income	2011 Amount	IRS W2 Included				
	\$					
	\$					
	\$					
	Γ Ψ					
D. Spouse(s) / Parent(s)' Income Data to be Verified ~ please che	eck appropriately					
Federal Tax Filers						
If eligible, my spouse/parent(s) will 'Make a Correction' to the student's FAFSA and use the IRS Data Retrieval Tool to complete the income data in the FAFSA. My spouse/parent(s) will submit a 2011 IRS Federal Tax Transcript by (enter the date). My spouse/parent(s) was not able or chose not to use the IRS Data Retrieval Tool to complete the income data in the FAFSA. My spouse/parent(s) has contacted the IRS per the provided instructions/information link on myGate. My spouse/parent(s) have submitted the 2011 IRS Federal Tax Transcript. My spouse/parent(s) are submitting the 2011 IRS Federal Tax Transcript to by (enter the date). Non-Tax Filers My spouse/parent(s) was not employed and had no income earned from work during the calendar year 2011. My spouse/parent(s) was employed and income from work during calendar year 2011 is provided.						
Sources of Income	2011 Amount	IRS W2 Included				
	\$					
	\$					
	\$					
I understand it may take up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS Federal Tax Return filers and up to eight weeks for paper IRS Federal Tax Return filers. You must sign below certifying the accuracy of the information provided on this form. If married, spouse signature is optional. If you provided parental information on the Free Application for Federal Student Aid, at least one of your parents must also sign below certifying the accuracy of the information provided on this form. Warning: If you purposely give false or misleading information on this form, you may be fined, sentences to jail, or both. Each person signing this form certifies that all information is complete and accurate. Please keep a copy for your records.						
Student Signature	Date					
•						
Parent / Spouse Signature	Date					

