Lewis & Clark
Office of Financial Aid

0615 SW Palatine Hill Road
Portland, OR 97219

Phone: 503-768-7090
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D
Dependent

2012-2013 VERIFICATION WORKSHEET

Your application has been selected for a process called Verification.
More information about Verification may be found on our website: go.lclark.edu/fao.
Your financial aid award cannot be finalized nor will funds be disbursed until Verification is complete.

What you need to do:

❒ Document your 2011 income:
- Parents' 2011 IRS Tax Return Transcript
- Parents' 2011 W-2 form(s), Schedule C, and/or Schedule K-1
- Student 2011 IRS Tax Return Transcript
- Student 2011 W-2 Form(s)

❒ Fill out and sign this worksheet (you and at least one parent). **Do not leave any sections blank. If none, list "0" or "n/a."**

❒ Submit this worksheet with 2011 tax documents to the Office of Financial Aid as soon as possible.
- Due date for incoming students: 4/15/2012.
- Due date for continuing students: 5/1/2012.

NEW FOR 2012-13:
- Copies of federal tax returns are no longer acceptable. Go to www.irs.gov to request a Tax Return Transcript.
- IRS Tax Return Transcript NOT required if you used the IRS Data Retrieval Tool to populate income information on your FAFSA.

STUDENT INFORMATION

Last _____ First _____ Middle _____ LC Student ID# or SSN _____

Student Phone Number _____ Parent Phone Number _____

FAMILY INFORMATION

List the people in your parents' household including:
- Yourself (student)
- Your parent(s), including stepparent if your custodial parent is remarried, even if you don't live with your parents*
- Your parents' other children, even if they don't live with your parent(s), ONLY IF (a) your parents will provide more than half of their support from 7/1/12 through 6/30/13, or (b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people ONLY IF (a) they live with your parents, (b) your parents provide more than half of their support, AND (c) your parents will continue to provide more than half of their support from 7/1/12 through 6/30/13

Write the names of all household members. Also write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half-time between 7/1/12 and 6/30/13 and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate sheet.

**If your parents are divorced, do NOT include your non-custodial parent, nor his/her household members.*

Full Name	Age	Relationship	College
		me (student)	*Lewis & Clark*

STUDENT TAX FORMS AND INCOME INFORMATION

Step 1. Did you (student) file a 2011 U.S. Federal Tax Return? Please check one box only.

- ◯ **Yes**, I used the IRS Data Retrieval Tool to directly import my income information into the FAFSA. **I am attaching copies of my W-2 form(s)** or have already sent them to the Office of Financial Aid.
- ◯ **Yes,** but I did not use the IRS Data Retrieval Tool. **Attached is my 2011 TAX RETURN TRANSCRIPT from the IRS (a copy of your tax return is no longer acceptable) and copies of my W-2 Form(s)** or I have already sent them to the Office of Financial Aid.
- ◯ **No**, I am not filing and I am not required to file a 2011 U.S. Tax Return. **List your employer(s) and income received in 2011**.

Employer/source of income (If none, list zero or n/a)	**2011 Income**

Step 2. List the following amounts regarding 2011 untaxed income and additional financial information
See Questions 43 and 44 of the Free Application for Federal Student Aid (FAFSA)

Do not leave blank. If none, list zero or n/a.

Additional Financial Info	
$	Taxable earnings from need-based employment programs such as Federal Work-Study.
Untaxed Income	
$	Child Support **you received**. Don't include foster care or adoption payments.
$	Money you received, or that was paid on your behalf(bills), not reported elsewhere on this form.
$	Other untaxed income. Please specify: _____

PARENT TAX FORMS AND INCOME INFORMATION

Step 1. Did you (parent) file a 2011 U.S. Federal Tax Return? Please check one box only.

- ◯ **Yes**, I used the IRS Data Retrieval tool to directly import my income information into the FAFSA. **I am attaching copies of my W-2 form(s)** or have already sent them to the Office of Financial Aid.
- ◯ **Yes,** but I did not use the IRS Data Retrieval Tool. **Attached is my 2011 TAX RETURN TRANSCRIPT from the IRS (a copy of your tax return is no longer acceptable) and copies of my W-2 Form(s)** or I have already sent them to the Office of Financial Aid.
- ◯ **No**, I am not filing and I am not required to file a 2011 U.S. Tax Return. **List your employer(s) and income received in 2011.**

Employer/source of income (If none, list zero or n/a)	**2011 Income**

Step 2. List the following amounts regarding 2011 untaxed income and additional financial information.
See Questions 91 and 92 of the Free Application for Federal Student Aid (FAFSA)

Do not leave blank. If none, list zero or n/a.

Additional Financial Info	
$	Child support **you paid** because of divorce/separation or as a result of a legal requirement. List who you paid child support for and who the support was paid to:
YES ◯ NO ◯	Did you or anyone in your household receive Food Stamp or Supplemental Nutrition Assistance Program (SNAP) benefits in 2010 or 2011?
Untaxed Income	
$	Child Support **you received** for all children. Don't include foster care or adoption payments.
$	Other untaxed income not reported. Please specify _____

CERTIFICATION

By signing this worksheet, I/(we) certify that all the information reported is complete and correct.
WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____
Student Signature (REQUIRED) Date

_____
Parent Signature (REQUIRED) Date