

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 2012 income:

- Your [2012 TAX RETURN TRANSCRIPT from the IRS](#)
- Your 2012 W-2 Form(s)
- Your spouse's [2012 TAX RETURN TRANSCRIPT from the IRS](#) (if married)
- Your spouse's 2012 W-2 Form(s) (if married)

- Copies of federal tax returns are NOT 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.

Fill out and sign this worksheet (you and your spouse, if married). **Do not leave any sections blank. If none, list "0" or "n/a."**

Submit this worksheet with 2012 tax documents to the Office of Financial Aid as soon as possible.

- Due date for incoming students: 4/15/2013.
- Due date for continuing students: 5/1/2013.

STUDENT INFORMATION

Last

First

Middle

LC Student ID# or SSN

Student Phone Number

FAMILY INFORMATION

List the people in your household including:

- Yourself (student)
- Your spouse, if married. If you are currently separated, do not include your spouse.
- Your children, if you will provide more than half of their support from 7/1/13 through 6/30/14
- Other people ONLY IF (a) they currently live with you, (b) you provide more than half of their support, AND (c) you will continue to provide more than half of their support from 7/1/13 through 6/30/14

Write the names of all household members. Also write in the name of the college for any household member who will be attending college at least half-time between 7/1/13 and 6/30/14, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate sheet.

Full Name	Age	Relationship <i>me (student)</i>	College Attending <i>Lewis & Clark</i>

STUDENT TAX FORMS AND INCOME INFORMATION

Step 1. Did you file a 2012 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 [2012 TAX RETURN TRANSCRIPT from the IRS](#) (a copy of your tax return is not 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 2012 U.S. Tax Return. List your employer(s) and income received in 2012.

Employer/source of income (If none, list zero or n/a)	2012 Income

Step 2. List the following amounts regarding 2012 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.
	\$	Child support you paid because of a 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 a member of your household receive Food Stamp or Supplemental Nutrition Assistance Program (SNAP) benefits in 2011 or 2012?
	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: _____	

SPOUSE TAX FORMS AND INCOME INFORMATION

Step 1. Did you file a 2012 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 [2012 TAX RETURN TRANSCRIPT from the IRS](#) (a copy of your tax return is not 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 2012 U.S. Tax Return. List your employer(s) and income received in 2012.

Employer/source of income (If none, list zero or n/a)	2012 Income

Step 2. List the following amounts regarding 2012 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.
	\$	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:
	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

Spouse Signature (optional)

Date