SRC/Financial Aid Office
Drexel University
3141 Chestnut Street
Philadelphia, PA 19104

2012–2013 Verification Materials

WHY YOU HAVE RECEIVED THIS FORM

Your application was selected for review in a process called "verification." In this verification process, we will compare information from your financial aid application with signed copies of your, your spouse's (if married), or your parents' (if you are dependent) official IRS 2011 tax transcript, schedules, and other financial documents. Federal regulations require us to collect this information before disbursing federal aid. **Failure to respond with all required documents will result in the cancellation of need-based financial aid**. If there are differences between your application information and the verification documents, we will make the corrections and send the required changes electronically to the federal student aid processor to have your information reprocessed.

WHAT YOU SHOULD DO NOW

- Collect signed copies of your and your spouse's (if married) or your parents' (if you are dependent) official IRS 2011 tax transcript.

To retrieve a copy of your 2011 tax transcript, visit **www.irs.gov** and select "Order a Tax Return or Account Transcript" or call 1-800-908-9946.

Please note that only an official tax transcript furnished by the IRS can be used by the Financial Aid Office for federal verification. **Please do not send copies of IRS forms 1040, 1040A, or 1040EZ or a tax account manuscript.**

- Read the instructions carefully, and complete and sign the worksheet. If you are a dependent student, please make sure one of your parents also signs the worksheet. If you are married, please make sure your spouse also signs the worksheet.
  - Dependent students: complete A, B, C, D, E, and F
  - Independent students: complete A, B, C, E, and F
- Mail the completed worksheet and any other documents that we have requested to:

The Office of Financial Aid
Suite 106
Drexel University
3141 Chestnut Street
Philadelphia, PA 19104

Verification Checklist

Document(s) Required	Student	Spouse *(If Applicable)*	Mother/ Stepmother	Father/ Stepfather
Signed 2011 official IRS tax transcript	☐	☐	☐	☐
2012-2013 Verification Worksheet (enclosed)	☐	☐	☐	☐
Verification Worksheet Section B — all family members included	☐	☐	☐	☐
Verification Worksheet Section C/D — If you did not file tax returns, please list your wages from 2011.	☐	☐	☐	☐
Verification Worksheet Section E — all boxes must have a number in them	☐	☐	☐	☐
Verification Worksheet signature(s)	☐	☐	☐	☐
2011 W-2 Wage and Schedule K-1 (Form 1065)	☐	☐	☐	☐
If you have a **Schedule B** with more than $1,500, please provide a Savings and/or Investment Value: *Please submit bank and/or brokerage statements showing the balances — not interest — of all accounts listed on the 2011 Federal 1040 Schedule B for the time period up until the day you filed the 2012–2013 FAFSA.*	☐	☐	☐	☐
If you have a property listed on **Schedule E**, please submit a Real Estate Value: *Please submit a **signed, dated, and itemized** (by address) statement of how much the other real estate was worth in terms of market value and related debt when you filed your 2012–2013 FAFSA. Other real estate includes rental property, land, second or summer homes, the rental portion of family home that maintains a separate entrance, etc. (**NOTE**: If the debt on the property exceeds its value, you should submit a written explanation.)*	☐	☐	☐	☐

Document(s) Required	**Student**	**Spouse** *(If Applicable)*	**Mother/ Stepmother**	**Father/ Stepfather**
If you filed a **Schedule C** or listed a business on **Schedule E,** please provide a Business Value: *Please submit a **signed and dated** statement of how many full-time employees are listed on the payroll for your business(es). If there are more than 100 employees on payroll, please provide a **signed and dated** statement of how much the business was worth when you filed your 2012–2013 FAFSA. Include the value of the land, buildings, machinery, equipment, inventories, etc. The statement should also include what was owed on the business. Include only the present mortgage and related debts for which the business was used as collateral.*	☐	☐	☐	☐
If you filed a **Schedule F**, please provide a **signed and dated** description of your farm assets at the time you filed the FAFSA.	☐	☐	☐	☐
If you received child support in 2011, please provide proof of child support received in 2011 for all children in your household. Acceptable documentation can include a notarized letter from the payer, state agency documentation, or a current court order.	☐	☐	☐	☐
If you paid child support in 2011, please provide proof of all child support paid in 2011 because of divorce or separation as a result of a legal requirement. Acceptable documentation can include a notarized letter from the payee, state agency documentation, or a current court order.	☐	☐	☐	☐
If you received non-educational VA benefits, please provide proof of all Veterans non-education benefits such as Disability or Death Pension, Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	☐	☐	☐	☐
If you reported on your verification worksheet or FAFSA that you received housing and/or food and/or living allowances paid to members of the military or clergy, please provide documentation of this funding.	☐	☐	☐	☐
If anyone in the household received combat or special combat pay, please provide proof of the amount received in 2011.	☐	☐	☐	☐

Verification Worksheet

A. Student Information

Last Name: _____ First Name: _____ MI: _____

Social Security #: _____ — _____ — _____ Drexel ID #: _____

Phone: _____ Email: _____

Please indicate the campus you attend: ❑ University City Main ❑ Center City Hahnemann ❑ Queen Lane Medical
❑ Drexel at Burlington County College ❑ The Center for Graduate Studies - Sacramento

B. Family Information

Please check the box that indicates your current status. List other people as part of your household only if they now live with you (if independent) or your parents (if dependent) AND you, or if your parents provide 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.

❑ **Dependent Student***

Please include:

- You and your parents with whom you live, including stepparents
- Your parents' dependent children, if your parents will provide more than half of their support, or if the children would be required to provide parent information applying for financial aid

**A student is considered dependent if he/she was required to provide parental data on the Free Application for Federal Student Aid (FAFSA).*

❑ **Independent Student****

Please include:

- You and your spouse, if married
- Your dependent children, if you will provide more than half of their support

***A student is considered independent if he/she was not required to provide parental data on the Free Application for Federal Student Aid (FAFSA).*

Full Name	Age	Relationship	College	SSN *(if enrolled in college)*	Date of Birth *(if enrolled in college)*
		Self	Drexel University		

C. Student (and Spouse, if married) Tax Forms and Income Information

1. Check **one** of the appropriate boxes below:

   ❑ I/we have enclosed the signed tax transcripts (for 2011 U.S. IRS Forms 1040, 1040A, 1040EZ, U.S. Territory tax return, ***including all pages and all schedules***, and W-2. If you filed a foreign tax return, please submit a copy of the original tax return with all figures converted into U.S. dollars, using the exchange rate of the day you filed your FAFSA.).

   ❑ I/we certify that I/we did not file, will not, and am/are not required to file a 2011 U.S. Income Tax Return.

2. If you did not file, will not, and are not required to file a 2011 U.S. Income Tax Return, list below your employer(s) and any income received in 2011 (use the W-2 Form or other earning statements if available). **DO NOT LEAVE THIS BLANK.**

Source _____ **2011 Amount Earned $** _____

Source _____ **2011 Amount Earned $** _____

D. Parent(s)' Tax Forms and Income Information for Dependent Students

1. Check **one** of the appropriate boxes below:

   ❑ I/we have enclosed the signed tax transcripts (for 2011 U.S. IRS Forms 1040, 1040A, 1040EZ, U.S. Territory tax return, including all pages and all schedules, and W-2. If you filed a foreign tax return, please submit a copy of the original tax return with all figures converted into U.S. dollars, using the exchange rate from the date your FAFSA was filed.).

   ❑ I/we certify that I/we did not file, will not, and am/are not required to file a 2011 U.S. Income Tax Return.

2. If you did not file, will not, and are not required to file a 2011 U.S. Income Tax Return, list below your employer(s) and any income received in 2011 (use the W-2 Form or other earning statements if available). **DO NOT LEAVE THIS BLANK.**

Source _____ **2011 Amount Earned $** _____

Source _____ **2011 Amount Earned $** _____

E. Untaxed Income and Benefits (FAFSA Worksheet A&B) and Income Exclusions (FAFSA Worksheet C)

Please provide documentation for all amounts received. Do not leave any spaces blank.
If the amount is zero, please write $0.

Student/Spouse	Income Source/Exclusion	Parent(s)
$	Child support received for all children. Do not 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).	$
$	Veterans' non-education benefits, such as Disability, Death Pension, Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	$
$	Any other untaxed income and benefits not reported elsewhere on this worksheet. Do not include student aid, earned income credit, additional child tax credit, welfare payments, untaxed social security benefits, supplemental security income, workforce investment act, educational benefits, combat/special combat pay, benefits from flexible spending arrangements, foreign income inclusion, or credit for federal tax income on special fuels.	$
$	Cash received or any money paid on your behalf (e.g., bills) not reported elsewhere on this form.	$
$	Child support you paid because of divorce, separation, or legal arrangement. Do not include child support for children in your or your parents' household as listed in Section B.	$
$	Taxable earnings from Federal Work-Study or other need-based work programs earned in 2010.	
$	Special or Combat Pay.	$
$	Earnings from Co-operative Education employment.	$

F. Sign This Worksheet

By signing this worksheet, I (we) certify that all of the information reported to qualify for federal financial aid is complete and correct. I (we) understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.
(At least one parent must sign this form if dependent; if married, spouse must also sign.)

Student Signature _____ **Date** _____ **Spouse of Student Signature (if married)** _____ **Date** _____

Parent Signature (if dependent) _____ **Date** _____