

2011-12 VERIFICATION COMPLETION GUIDE— PLEASE READ ALL INSTRUCTIONS CAREFULLY!

Your application was selected by the U.S. Dept. of Education for review in a process called “verification.” In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your Free Application for Federal Student Aid (FAFSA) application with the information provided on this form and with signed copies of your 2010 federal tax forms (and your spouse’s if you are married, or parents’ if you are considered dependent for federal aid purposes). If there are differences between your application and the documents you’ve submitted, corrections may need to be made. We cannot process your financial aid until verification has been completed, so please provide the required documents within 10 days of receipt of this form. To ensure successful verification, please collect your (and your spouse’s or parents’) financial documents (signed Federal income tax forms and W-2, etc.), complete every section and sign the worksheet - you (and your parent if you are required to provide their income information).

1. Contact us if you have questions about completing this worksheet.
2. Bring or mail the completed worksheet, tax forms, and any other documents to our office.
3. Please find below explanations on how to complete the 2011-12 Verification Form by section.

Section A

Indicate whether you are a dependent student or an independent student in the appropriate boxes provided. If you answered “Yes” to any of the following questions, then you are an independent student: The questions are:

- Were you born before January 1, 1988?
- As of today, are you married? (Also answer “Yes” if you are separated but not divorced.)
- At the beginning of the 2011-2012 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?
- Are you or were you in legal guardianship as determined by a court in your state of legal residence?
- At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

You are considered an independent student, if you answered “Yes” to any of the questions listed above. We may require further documentation to clarify a student’s independent status. If you answered “No” then you are dependent student.

After you determine your dependency status, please completely list all members in you or your parent’s (dependent student) household.

Independent Students: List the people in your household, include: (a) yourself, and your spouse if you have one; and (b) your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012; and (c) other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Dependent Students: List the people in your parent(s)’ household, include: (a) yourself and your parent(s)’ (including stepparent) even if you don’t live with your parent(s); and (b) your parent(s)’ other children, even if they don’t live with your parent(s), if (1) your parents provide more than half of their support from July 1, 2011 through June 30, 2012, or (2) the children would be required to provide parental information when applying for Federal student aid; and (c) other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Section B

If you filed taxes for 2010, please attach signed copies of your 2010 taxes (and spouse’s if married), or (if a dependent student) your parents 2010 tax returns. If you and/or your parent(s) were not required to file 2010 federal taxes, check the appropriate choice(s) and state you and your parent’s (dependent students) earnings in the spaces provided.

Section C

Complete the Untaxed Information below as indicated on questions 47 and 95 of the FAFSA. Independent student would only need to complete information on the left hand side of the form. Dependent students would need to complete both the left and right columns of the untaxed income portions. Do not leave this section blank, even if you did not receive untaxed income. Write zero or indicate “NA” in a field where you did not receive any benefit or untaxed income. Blank forms will be considered incomplete and will be returned.

Section D

If you are active duty military or the dependant of an active duty military member, then it is required that you submit your December 2010 LES (Leave and Earnings Statement) with this verification form.

Section E

If you are a dependent student, both students and parents would need to sign and return the form. Parents of independent students are not required to sign the form. Please refer any other questions to the financial aid office at the contact information stated above.

SSN: _____ SID: 860- _____

Last Name _____ First Name _____

A. List below all persons who will live in your (or your parents') household from 07/01/11 to 06/30/12. Attach extra sheet if needed.

Independent students (exclude parental information) Dependent students (parental information required)

Full Name	Age	Relationship	College
		<i>Self</i>	<i>Olympic College</i>

B. Independent Student: Please include signed copies of your 2010 taxes (1040, 1040A, or 1040EZ).
Dependent Student: Please include signed copies of 2010 taxes for you and your parents (1040, 1040A, or 1040EZ).

If you and/or your parent(s) were not required to file 2010 federal taxes, check the appropriate choice(s) and state earnings below:

I will not file a 2010 tax return My parents(s)' will not file a 2010 tax return
 Total 2010 earnings - Student/Spouse: \$ _____ Total 2010 earnings - Parent(s): \$ _____

C. Complete the Untaxed Information below as indicated on FAFSA questions # 44 and # 92.

Student (spouse)	Calendar Year 2010 Untaxed Income	Parent(s) (step-parent)
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040-line 28 + line 32 or 1040A – line 17	\$
\$	Child support received for all children. Don't include foster or adoption payments	\$
\$	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040 – lines (15a minus 15b) or 1040A – lines (11a minus 11b). Exclude rollovers. If negative, enter zero here.	\$
\$	Untaxed portions of pensions from IRS Form 1040 – lines (16a minus 16b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter zero here.	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of basic military allowance for housing.	\$
\$	Veterans non-educational benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported, such as workers' compensation, the first \$2400 of unemployment benefits received, disability, first time homebuyer tax credit, (form 1040 line 67), Don't include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if your parents are not tax filers), benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received, paid on your behalf (e.g. bills), not reported elsewhere on this form.	\$

D. Are you active duty military or an active military dependant in 2010? Yes No
 If yes, you must submit your December 2010 Leave and Earning Statement (LES) with this verification form.

E. By submitting this form I/we certify that all the information above is complete and correct.

Student's Signature (Required)

Date

Parent's Signature (required for dependent students)

Date