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

2013–2014 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 2012 tax return 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 cancelation 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 2012 tax return transcript.

To retrieve a copy of your 2012 tax return 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 retrun 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 transcript.

- 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**
2012 official IRS tax return transcript	☐	☐	☐	☐
2013-2014 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 2012.	☐	☐	☐	☐
Verification Worksheet Section E — all boxes must have a number in them	☐	☐	☐	☐
Verification Worksheet signature(s)	☐	☐	☐	☐
2012 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 2012 Federal 1040 Schedule B for the time period up until the day you filed the 2013–2014 FAFSA.	☐	☐	☐	☐
If you have a property listed on **Schedule E**, please provide a Real Estate Value. Download and complete the Supplemental Verification Worksheet available at: **www.drexel.edu/financialaid/forms**.	☐	☐	☐	☐
If you filed a **Schedule C** or listed a business on Schedule E, please provide a Business Value. Download and complete the Supplemental Verification Worksheet available at: **www.drexel.edu/financialaid/forms**.	☐	☐	☐	☐

Document(s) Required	**Student**	**Spouse** *(If Applicable)*	**Mother/ Stepmother**	**Father/ Stepfather**
If you filed a **Schedule F**, please provide a Farm Value. Download and complete the Supplemental Verification Worksheet available at: **www.drexel.edu/financialaid/forms**.	☐	☐	☐	☐
If you received child support in 2012, please provide proof of child support received in 2012 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 2012, please provide proof of all child support paid in 2012 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 2012.	☐	☐	☐	☐

Verification Worksheet

A. Student Information

Last Name: _____ First Name: _____ MI: _____

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

Phone: _____ Email: _____

Please indicate the campus you attend: ❑ University City ❑ Center City ❑ Queen Lane
❑ Drexel at Burlington County College ❑ Drexel University 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, 2013 through June 30, 2014.

❑ **Dependent Student***

Please include:
- You and your parent(s), including a stepparent even if you do not live with your parent(s)
- Your parent's(s') other children if your parent(s) will provide more than half of their support from July 1, 2013 through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013-2014 (Include children who meet either of these standards, even if they do not live with your parent(s).)
- Other people if they now live with your parent(s) AND your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2014

❑ **Independent Student****

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

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

* A student is considered dependent if he/she was required to provide parental data on the Free Application for Federal Student Aid (FAFSA).
** A student is considered independent if he/she was not required to provide parental data on the Free Application for Federal Student Aid (FAFSA).
*** Include the name of the college for any household member, except a parent, who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013, and June 30, 2014.

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

Check one of the appropriate boxes below:

❑ I/we certify that I/we have used the IRS Data Retrieval tool on the 2013-2014 FAFSA.

❑ I/we have enclosed the signed tax return transcripts and all 2012 W-2 statements. (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, will not, and am/are not required to file a 2012 U.S. Income Tax Return but had income for 2012. List below your employer(s) and any income received in 2012 (use the W-2 Form or other earning statements if available). DO NOT LEAVE THIS BLANK.

Source _____ **2012 Amount Earned $** _____

Source _____ **2012 Amount Earned $** _____

❑ I/we certify that I/we had no income, did not receive any W-2 statements, and did not file taxes for 2012.

D. Parents' Tax Forms and Income Information for Dependent Students

Check one of the appropriate boxes below:

❑ I/we certify that I/we have used the IRS Data Retrieval tool on the 2013-2014 FAFSA.

❑ I/we have enclosed the signed tax return transcripts and all 2012 W-2 statements. (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, will not, and am/are not required to file a 2012 U.S. Income Tax Return but had income for 2012.

List below your employer(s) and any income received in 2012 (use the W-2 Form or other earning statements if available).
DO NOT LEAVE THIS BLANK.

Source _____ **2012 Amount Earned $** _____

Source _____ **2012 Amount Earned $** _____

❑ I/we certify that I/we had no income, did not receive any W-2 statements, and did not file taxes for 2012.

E. Untaxed Income and Benefits and Income Exclusions

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 2012.	
$	Special or Combat Pay.	$
$	Earnings from Co-operative Education employment.	$
$	Amount received for SNAP/food stamp program in 2012.	$

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** _____