



HAGERSTOWN
 COMMUNITY COLLEGE
 Student Financial Aid Office
 finaid@hagerstowncc.edu

2012-2013 Verification Worksheet

Independent Student

Go to www.hagerstowncc.edu
 Proceed to paying for college
 click on the icon for FA TV

FAX: 301-791-9165

Your application was selected for review in a process called "Verification." When a student file is selected for verification, the Financial Aid Office must document and validate certain data elements from the FAFSA. The law says we must ask you for additional information before awarding Federal Aid and Maryland Grants or Scholarships. If there are differences between your application information and your financial documents, the Financial Aid Office may need to make corrections electronically and you may receive a corrected Student Aid Report (SAR).

Instructions: Complete all pages of this verification form and submit it to HCC Student Financial Aid Office as soon as possible, so that your financial aid won't be delayed. Please contact us if you need any additional information to fill out this form.

Student Information

Last Name	First Name	MI
HCC ID Number		

All address and phone number corrections should be made on WebAdvisor.

Household Size and Number in College

List the people in **your household**, including:

- **yourself**, and **your spouse** if you have one, **and**;
- **your children**, if you will provide more than half of their support from July 1, 2012 through June 30, 2013, **and**;
- **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, 2012 through June 30, 2013.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, who will be attending at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. (If you need more space, attach a separate page.)

Full Name	Age	Relationship	Attending College 6 credits or more? **
<i>(example) Martha Jones</i>	<i>24</i>	<i>wife</i>	<i>City University</i>
		Self	

Student/Spouse Financial Information

1. Did you (and/or your spouse) receive food stamps at any time during 2011 or 2012 calendar year?
- NO** - You do not need to provide further documentation.
- YES** - Provide a statement from Department of Social Services or the agency providing the food stamps, which shows you did received food stamps in 2011 or 2012.

2. In 2011 or 2012, did you (and/or your spouse) receive benefits from the federal programs listed below?
MUST CIRCLE ONE OF THESE OPTIONS.

Supplemental Security Income	Free or Reduced Price Lunch	TANF (Cash Assistance)	WIC Nutrition Program for Women and Children	I did not receive federal benefits.
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Please enter any other untaxed income such as Disability or Housing Allowances:

Source:	Amount:
	\$
	\$

3. Did you (or your spouse) pay child support?
- NO** - You do not need to provide further documentation.
- YES** - Complete the chart below. *(If you need more space, attach a separate page.)*

Name of the child for whom the support was paid	Name of the person to whom you paid the support.	Amount paid in 2011

4. Did you (or your spouse) receive child support?
- NO** - You do not need to provide further documentation.
- YES** – List the amount of child support received in 2011: \$ _____

5. Your (and/or your spouse) Tax Information: Check only one box below.

- You (and/or your spouse) did not work in 2011 and were not required to file a federal tax return and do not have W2 earned income.
- You (and/or your spouse) worked in 2011, but you are not required to file a 2011 U.S. Income Tax Return. **Please submit all 2011 W-2's to the Financial Aid Office.**
- You (and/or your spouse) filed a federal tax return.
 - If you used the IRS Data Retrieval Process on the FAFSA, you **do not** need to submit a tax transcript. (You may make a correction to your FAFSA at www.fafsa.gov, and use the IRS Data Retrieval Process, if you are eligible, to avoid submitting the 2011 federal tax transcript to our office.)
 - If you did **not** use the IRS Data Retrieval Process on the FAFSA, review Web Advisor to determine if you are required to submit a copy of your 2011 IRS Tax Return Transcript. Go to www.irs.gov, and click the first option under the TOOLS heading (Order a Return or Account Transcript). You will use the first option (1) to choose the Tax Return Transcript.

6. The FAFSA/IRS data retrieval process accesses several types of income, the IRS system cannot identify income that tax filer reports as a rollover from one retirement fund to another. Did your (and/or your spouse) 2011 federal income tax return include a rollover from one retirement fund to another retirement fund?

- NO** - You do not need to provide further documentation.
- YES** – List the rollover amount: \$ _____

7. Your (and/or your spouse) Asset Information*:

As of the day you completed the FAFSA, what is your total current balance of cash, savings, and checking accounts? Do not include student financial aid. Enter Zero (0) if none.	
As of the day you completed the FAFSA, what is the net worth of your investments, including real estate (not your home)? See notes on bottom of form. Enter Zero (0) if none.	
As of the day you completed the FAFSA, what is the net worth of your current businesses and/or family owned businesses and/or investment farms? Do not include a farm that you live on and operate. See notes on bottom of form. Enter Zero (0) if none.	

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Signatures

The student must sign and date.

By signing this form you are certifying that all the information reported on it is complete and correct.

Student Date

*Notes for Asset Questions

Net worth means current value minus debt. If net worth is negative, enter 0.

Investments include real estate (do not include the home you live in), trust funds, UGMA and UTMA accounts, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, installment and land sale contracts (including mortgages held), commodities, etc.

Investments also include qualified educational benefits or education savings accounts (e.g. Coverdell savings accounts, 529 college savings plans and the refund value of 529 prepaid tuition plans). For a student who does not report parental information, the accounts owned by the student (and/or the student's spouse) are reported as student investments. For a student who must report parental information, the accounts are reported as parental investments, including all accounts owned by the student and all accounts owned by the parents for any member of the household.

Investments do not include the home you live in, the value of life insurance, retirement plans (401[k] plans, pension funds, annuities, non-education IRAs, Keogh plans, etc.) or cash, savings and checking accounts already reported as cash. Investments also do not include UGMA and UTMA accounts for which you are the custodian, but not the owner.

Investment value means the current balance or market value of these investments as of today. Investment debt means only those debts that are related to the investments.

Business and/or investment farm value includes the market value of land, buildings, machinery, equipment, inventory, etc. Business and/or investment farm debt means only those debts for which the business or investment farm was used as collateral.

Business value does not include the value of a small business if your family owns and controls more than 50 percent of the business and the business has 100 or fewer full-time or full-time equivalent employees. For small business value, your family includes (1) persons directly related to you, such as a parent, sister or cousin, or (2) persons who are or were related to you by marriage, such as a spouse, stepparent or sister-in-law.

Investment farm value does not include the value of a family farm that you (your spouse and/or your parents) live on and operate.