LAKE FOREST COLLEGE

2014 - 2015 Verification Worksheet
V6 – Household Resources

Please Print

Student's Name: _____ ❑ Lake Forest ID# or ❑ last four of SSN: _____

Parent's Daytime Phone: (_____) _____ - _____ Parent's E-Mail: _____

Your financial aid application (FAFSA) was selected for review called "verification." As a result, you must confirm information you and your parents reported on the FAFSA before we can determine your official eligibility.

You and one parent must complete, sign and return this Worksheet to the above address, and include all required documents.

If you have questions, please contact us as soon as possible so that your financial aid will not be delayed.

➢➢ Who Provides Information on this Worksheet? ≺≺

- ✓ If your parents are both living and married to each other, base your answers on both parents.
- ✓ If your parent is widowed or single, base your answers on that parent alone.
- ✓ If your parent has remarried, you must include information for both parent and stepparent.
- ✓ If your parents are divorced or separated, base your answers on the parent you lived with most during the last 12 months. If you lived with both parents equally, base your answers on the parent who provided you with more financial support in the last year.

➢➢ Step 1: Student's Family Information ≺≺

Provide the requested information for **all** people in your parent's household, including:

- ✓ **You** (the student)
- ✓ **Your parent(s)** — *including a stepparent* — even if you don't live with your parent(s)
- ✓ **Your parent's/parents' other children,** if your parent(s) will provide more than half of their support from July 1, 2014, through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014–2015. 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, 2015.

In addition, include college information for any household member - *excluding your parent(s)* - 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, 2014, and June 30, 2015.

If more space is needed, attach a separate page with the student's name and Social Security Number (last four digits) or ID at the top.

Parent's Current Marital Status: ❑ Married ❑ Single ❑ Divorced/Separated ❑ Widowed

Name of Family Member	Age	Relation to the Student	Name of College Attending between July 2014 – June 2015	Enrolled at Least Half-Time?	Year in College
1.		Self	Lake Forest	(Yes) No	
2.				Yes No	
3.				Yes No	
4.				Yes No	
5.				Yes No	
6.				Yes No	
7.				Yes No	
8.				Yes No	
9.				Yes No	
10.				Yes No	

➢➢ Instructions for Steps 2 & 3: 2013 Income Information ≺≺

If you filed a 2013 tax return, you can verify your income in one of two ways:

✓ by using the **IRS Data Retrieval Tool (DRT)*** when you submit or correct the FAFSA - www.lakeforest.edu/irsdrt
- not available if you: are married and filed separate tax returns, filed an amended return, or filed a foreign return

✓ by providing our office with a **IRS Tax Return Transcript (TRT)*** - not a Tax Account Transcript - available in one of three ways**:
- www.irs.gov/Individuals/Get-Transcript
- call the IRS at 800-908-9946
- submit IRS Form 4506T-EZ – *www.lakeforest.edu/ofaforms*

* If you are unable to use the DRT and/or the TRT, provide a screen shots from the IRS website and a copy of the IRS statement
** Allow up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If the parents are married, and filed separate 2013 tax returns, a Transcript must be submitted for each parent.

If you did not file a tax return, list every employer even if you did not receive a W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number (last four digits) or ID at the top. Attach a copy of each W-2 form you received.

➢➢ Step 2: Student's 2013 Income Information ≺≺

If you (the student) have filed or will file a 2013 IRS tax return, check the box that applies, then skip to Step 3.

❑ I have used the IRS DRT to transfer my 2013 IRS income information into the FAFSA.

❑ I will use the IRS DRT no later than ____/____/14 to transfer my income information to the FAFSA.

❑ I will submit a 2013 IRS Tax Return Transcript. ❑ Included now ❑ Will send later

If you (the student) have not and will not file a 2013 IRS tax return, check the box that applies:

❑ I was not employed and had no income earned from work in 2013.

❑ I was employed in 2013, and earned income from the employers listed below. I have attached a copy of each W-2 form I received.

Employer's Name	2013 Amount Earned	Is a W-2 Attached?
	$	Yes No
	$	Yes No
	$	Yes No

➢➢ Step 3: Parent(s) 2013 Income Information ≺≺

If you (the student's parent(s)) have filed or will file a 2013 IRS tax return, check the box that applies, then skip to Step 4.

❑ I have already used the IRS DRT to transfer 2013 IRS income information into FAFSA.

❑ I will use the IRS DRT no later than ____/____/14 to transfer my income information to the FAFSA.

❑ I will submit a 2013 IRS Tax Return Transcript. ❑ Included now ❑ Will send later

If you (the student's parent(s)) have not and will not file a 2013 IRS tax return, check the box that applies:

❑ I was not employed and had no income earned from work in 2013.

❑ I was employed in 2013, and earned income from the employers listed below. I have attached a copy of each W-2 form I received.

Employer's Name	2013 Amount Earned	IRS W-2 Attached?
	$	Yes No
	$	Yes No
	$	Yes No
	$	Yes No

➢➢ Step 4: Parent(s) Other Information ≺≺

❑ Yes ❑ No In 2012 or 2013, did any person listed in **Step 1** receive benefits from the Supplemental Nutrition Assistance Program (SNAP, formerly called food stamps)? If asked by Lake Forest College, please provide documentation of the benefits received.

❑ Yes ❑ No In 2013, did any parent listed in **Step 1** pay child support? **Do not include** support paid for a child also included in **Step 1**. If so, complete the table below. If asked by Lake Forest College, please provide documentation of the payment of child support.

Person Who Paid Child Support	Person to Whom Child Support was Paid	Child for Whom Support was Paid	Amount Paid In 2013
			$
			$
			$
			$

➢➢ Step 5: Untaxed Income for 2013 ≺≺

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2013, multiply that amount by the number of months in 2013 you paid or received it. If you did not pay or receive the same amount each month in 2013, add together the amounts you paid or received each month.

1- Payments to tax-deferred pension and retirement savings
List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Total Amount Paid in 2013
	$
	$
	$
	$

2- Child support received
List the actual amount of any child support received in 2013 for the children in your household.

Do not include **foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.**

Person to Whom Child Support was Paid	Child for Whom Support was Paid	Amount Paid In 2013
		$
		$
		$
		$

3- Housing, food, and other living allowances paid to members of the military, clergy, and others
Include cash payments and/or the cash value of benefits received.

Do not include **the value of on-base military housing or the value of a basic military allowance for housing.**

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2013
		$
		$

		$

4- Veterans non-education benefits

List the total amount of veterans non-education benefits received in 2013. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.

Do not include federal veterans educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill

Name of Recipient	Type of Veterans Non-Education Benefit	Amount of Benefit Received in 2013
		$
		$
		$

5- Other untaxed income

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

Do not include any items reported or excluded in A – D above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2013
		$
		$
		$
		$

6- Money received or paid on the student's behalf

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2013.

Include support from a parent whose information <u>was not</u> reported on the student's 2014–2015 FAFSA, but do not include support from a parent whose information was reported.

For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student's parent whose information is reported on the student's 2014–2015 FAFSA**.

Amounts paid on the student's behalf also include any distributions to the student from a 529 plan <u>owned by someone other than the student or the student's parents</u>, such as grandparents, aunts, and uncles of the student.

Purpose: e.g., Cash, Rent, Books	Source	Amount Received in 2013
		$
		$
		$
		$

7- Additional information:
So that we can fully understand the student's family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veterans education benefits, military housing, SNAP, TANF, etc.

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2013
		$
		$
		$
		$
		$
		$

Comments:_____

_____

_____

_____

_____

➢➢ Step 6: Certification and Signatures ≺≺

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date. **Warning**: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____ _____
Student's Signature *Date*

_____ _____
Parent's Signature *Date*

➢➢ Mail, fax or scan this Worksheet to ≺≺

Office of Financial Aid
Lake Forest College
555 N Sheridan Rd
Lake Forest, IL 60045-2338
Fax: 847-735-6271
Email: finaid@lakeforest.edu

Include all applicable supporting documents, including Tax Return Transcript, W-2s, etc.
Make a copy of this Worksheet for your records.

Questions: 847-735-5103 Online at *www.lakeforest.edu/finaid*