

STEP 3—OTHER INFORMATION TO BE VERIFIED

Were you eligible to receive Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) anytime during the 2010 or 2011 calendar years?

- Yes...** Attach documentation showing that you qualified for this benefit. Continue to STEP 4
 No... Continue to STEP 4

STEP 4 -- STUDENT TAX TRANSCRIPT & INCOME INFORMATION—CALENDAR YEAR 2011

*Note: We can no longer accept a signed copy of the tax return. You **MUST** request a Tax Return Transcript call the IRS at 800.829.1040 or go to www.irs.gov and click on the "Order a Return or Account Transcript" link. Make sure to request the "IRS Tax Return Transcript" Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.*

Are you or will you be required to file a 2011 Federal Income Tax Return?

- Yes ...** Attach a copy of your Federal Tax Return Transcript from the IRS (not a copy of Federal Tax Return filed), continue to STEP 5
 No ... Complete the table below and attach copies of ALL 2011 W-2 forms and continue to STEP 5

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2011

STEP 5 — SPOUSE TAX TRANSCRIPTS & INCOME INFORMATION — CALENDAR YEAR 2011

*Note: We can no longer accept a signed copy of the tax return. You **MUST** request a Tax Return Transcript call the IRS at 800.829.1040 or go to www.irs.gov and click on the "Order a Return or Account Transcript" link. Make sure to request the "IRS Tax Return Transcript" Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.*

Are you or will you be required to file a 2011 Federal Income Tax Return?

- YES...** Attach a copy of a Federal Tax Return Transcript from the IRS (not a copy of Federal Tax Return filed), skip ahead to STEP 6
 NO... Complete the table below and attach copies of ALL 2011 W-2 forms and continue to STEP 6

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2011

STEP 6– CHILD SUPPORT PAID – CALENDAR YEAR 2011

Did you **PAY** child support because of divorce or separation during the calendar year 2011? (do not include support for children included in household size in STEP 2)

- Yes...** Complete table below and continue to STEP 6
 No... Continue to STEP 6

Name of Person Who Paid Child Support	Name of Person to Whom Child Support Was Paid	Name of Child for Whom Child Support Was Paid	Amount of Child Support Paid in 2011

STEP 6 -- CERTIFICATION

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date. If married, spouse signature is optional.

Student Signature *Date* *Student Name (Please Print)*

Spouse Signature *Date* *Spouse Name (Please Print)*

PLEASE COMPLETE ALL ITEMS. IF THE ANSWER IS "NONE" OR "0", WRITE IN "0" OR "NONE". ALL AMOUNTS SHOULD BE FOR THE 2011 YEAR.

WORKSHEET A (Report Annual Amounts)

STUDENT and/or SPOUSE

1. Payments to tax-deferred pension and savings plans (paid directly or withheld from Earnings), including, but not limited to, amounts reported on the W-2 Form in boxes 12a through 12d, codes D, E, F, G, H and S. \$ _____
 2. IRA deductions and payments to self-employed (SEP, SIMPLE, and Keogh and other qualified plans) from IRS form 1040—total of lines 28 + 32 or 1040A—line 17. \$ _____
 3. Child support you received for all children. Don't include foster care or adoption payments. \$ _____
 4. Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b. \$ _____
 5. Untaxed portions of IRA distributions from IRS Form 1040—lines (15A minus 15b) or 1040A—lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here. \$ _____
 6. Untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here. \$ _____
 7. 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 a basic military allowance for housing. \$ _____
 8. Veterans' noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. \$ _____
 9. Any other untaxed income or benefits not reported, such as workers' compensation, disability, etc. **Don't include** student aid, earned income credit, additional child tax credit, Welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay (if you do not file taxes), benefits from flexible spending arrangements, foreign income exclusion or credit for federal tax on special fuels. \$ _____
 10. First-time homebuyer tax credit from IRS form 1040—line 67. \$ _____
 11. Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. \$ _____
- TOTAL for Worksheet A:** \$ _____

WORKSHEET B (Report Annual Amounts)

1. Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040—line 49 or 1040A—line 31. \$ _____
 2. Child support **you paid** because of divorce or separation or as a result of a legal requirement. Don't include support for children in your parents' household. \$ _____
 3. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships. \$ _____
 4. Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships. \$ _____
 5. Combat pay or special combat pay. Only enter the amount that was taxable and included in your (or your parents') adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q). \$ _____
 6. Earnings from work under a cooperative education program (CO-OP) offered by a college. \$ _____
- TOTAL for Worksheet B:** \$ _____