



Lansing Community College  
1121 – Financial Aid Office  
Room 203, Gannon Building  
PO Box 40010  
Lansing, MI 48901-7210  
Phone: (517) 483-1200 (option 2)  
Fax: (517) 483-1170

## Financial Aid Verification Worksheet 2011-2012

The LCC Financial Aid Office receives hundreds of documents each day.

**In order to prevent processing delays, please review prior to submitting:**

- Include my name and student number on each page of this packet
- Sign my **US Income Tax Return** (Federal 1040, 1040A, 1040EZ)  
Do not submit state / local tax form, W-2, or federal worksheets
- Parent has signed his/her **US Income Tax Return** (Federal 1040, 1040A, 1040EZ), if I am a dependent student  
Do not submit state / local tax forms, W-2, or federal worksheets
- Ensure the Verification Worksheet is complete  
No items may be left blank  
\$0 or the appropriate dollar amount must be listed for each item
- Sign the Verification Worksheet
- Ensure my parent signed the Verification Worksheet, if I am a dependent student
- Ensure the household chart lists all family members in my household or my parents' household if I am a dependent student
- Include both parents' tax forms, if my parents are married and filed separately
- Include both my individual and my spouses' US Income Tax Return forms, if I am married and filed separately

Please see next page for instructions.

**INCOMPLETE VERIFICATION PACKETS CANNOT BE PROCESSED.  
SUBMITTING AN INCOMPLETE PACKET WILL CAUSE DELAYS IN THE  
PROCESSING AND AWARDING OF YOUR FINANCIAL AID.**

# INSTRUCTIONS FOR COMPLETING THE VERIFICATION WORKSHEET 2011-12

## A. Family Information

### All Students

- Write the names and ages of all household members (see Dependent/Independent instructions below). If you need more space, attach a separate page.
- Write the name of the college for anyone who will attend at least half-time between 7/1/2011 and 6/30/2012

### Dependent Students - List people in your parent(s)' household, include:

- Yourself and your parent(s) (including stepparent) even if you do not live with your parents
- Your parent's other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from 7/1/2011 through 6/30/2012, or (b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to do so from 7/1/2011 through 6/30/2012. Do not include foster children

### Independent Students - List the people in your household, include:

- Yourself and your spouse
- Your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012
- Other people if they now live with you and you provide more than half of their support and will continue to do so from 7/1/2011 through 6/30/2012. Do not include foster children

## B. Sources of Untaxed Income and Additional Financial Information

Report annual amounts for 2010. Do not leave any spaces blank. If zero, please write \$0.

**Net worth** means current value minus debt.

**Investments include** but are not limited to: real estate (not including 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, qualified educational benefits or education savings accounts (e.g. 529 savings plans).

**Investments do not include** the home you live in, the value of life insurance, retirement plans (pension funds, 401[k] plans, annuities, non-education IRAs, Keogh plans, etc.) or cash, savings and checking accounts already reported elsewhere on this form.

**Business and Farm Net Worth 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% of the business and the business has 100 or fewer full-time or full-time equivalent employees.

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

## C. Household Tax Forms and Income Information – Calendar Year 2010 (see page 2 for instructions)

2010 Federal Tax Returns must be signed and submitted with this form if REQUESTED or INCOMPLETE on Banner Self Service

- Tax Returns include the 2010 Federal IRS Form 1040, 1040A, 1040EZ or a tax return from Puerto Rico or a foreign tax return.
- To obtain a copy of your tax return, call the IRS at 1-800-829-1040
- **All Students**
  - Attach a copy of your 2010 Federal Tax Return. Ensure that you have signed the tax return. Federal regulations prohibit us from completing the Verification process with unsigned tax returns.
- **Dependent Students**
  - Attach your my parent(s)' (and/or stepparent's) **signed** 2010 Federal tax return (Note: if your parents filed separate tax returns and are not divorced or separated, submit copies of both returns)
- **Independent Students**
  - Attached is my spouse's **signed** 2010 Federal tax return (if filed separately)
- **Non Tax Filers**
  - If you, your spouse and/or your parent/step-parent will not and are not required to file a 2010 Federal income tax return, you must complete the Non-tax filer section.
  - Check box indicating that individual is a non-tax filer
  - If employed in 2010, indicate the amount of earnings and the employer name

**Avoid these common mistakes:**

**Be sure that your SIGNED federal tax form is attached.**

**Do not include state or local tax forms.**

**The summary form from your tax provider will not work for this requirement.**



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## Financial Aid Verification Worksheet 2011-2012

Student Name: \_\_\_\_\_ LCC Student #: \_\_\_\_\_

### A. Family Information (see page 2 for instructions)

Full Name	Age	Relationship	College
		Self	Lansing Community College

### B. Sources of Untaxed Income and Additional Financial Information (see page 2 for instructions)

Dependent Students		Report annual amounts for 2010 (Do not leave any spaces blank. If zero, please write \$0) See Questions 43, 44, 91 & 92 of the FAFSA	Independent Students	
			Student	Spouse
Student	Parent(s)	Tax-deferred pension and savings plans paid directly or withheld from earnings. Including, but not limited to, amounts in boxes 12a -12d, codes D, E, F, G, H and S on W-2		
		Child support <b>Received</b> for any children (do not include foster children).		
		Workman's Compensation		
		Child support <b>Paid</b>		
		Any other untaxed income/benefits not reported elsewhere on this worksheet		
		Money received or paid on your behalf not reported elsewhere on this worksheet Including, but not limited to, bills, rent, etc. paid by someone else on your behalf		
		Cash/Savings/Checking		
		Investment Net Worth (not including your home – see page 2 for further instructions)		
		Business and Farm Net Worth		

### C. Household Tax Forms and Income Information – Calendar Year 2010 (see page 2 for instructions)

2010 Federal Tax Returns must be signed and submitted with this form if REQUESTED or INCOMPLETE on Banner Self Service

Student
  Parent/Step-Parent (if Dependent/parents' information required on FAFSA)

Spouse (if married and filed separately)

2010 Non-tax Filers must complete this section

	Check box if will not & are not required to file a 2010 Federal tax return	If applicable, indicate Income Earned from Work	If applicable, indicate, Employer Name
Student	<input type="checkbox"/>	\$	
Spouse	<input type="checkbox"/>	\$	
Parents and/or Step-Parent	<input type="checkbox"/>	\$	

### D. Sign the Worksheet

- I certify that all of the information reported is complete and correct and that all required documents are attached and signed.
- If you purposefully give false/misleading information on this worksheet, you may be fined and/or sentenced to jail.
- Dependent Students** – At least one parent must sign.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Incomplete packets will NOT BE PROCESSED and will cause delays.**