MERCYHURST UNIVERSITY

Student Financial Services

2012 – 2013 Independent Verification Checklist

The Office of Student Financial Services has received your 2012-2013 Free Application for Federal Student Aid (FAFSA) which has been selected for verification. In order for our office to continue processing your application and finalize your financial aid awards, additional documentation is required at this time. Please submit the items below within 30 days to complete the verification process. ***Incomplete documentation*** will be returned and may result in a delay in the payment of your awards and possible late fees. **Failure to return documentation in a timely manner will result in the loss of your financial aid.**

Please initial each line below, attach the corresponding documentation and return with the signed checklist.

_____ **2012–2013 Verification Worksheet**

Both sides must be completed and MUST be signed by both student and spouse (if applicable)

_____ **2011 SIGNED Student Income Taxes, if you were required to file**

Your signature is required on the taxes, **even if taxes were prepared by agency or electronically filed.** Please include 1040EZ, 1040A, or 1040 forms only. DO NOT include schedules.

_____ **2011 SIGNED Spouse Income Taxes, if married & filed separately**

Your spouse's signature is required on taxes, even if taxes were prepared by agency or electronically filed. Please include 1040EZ, 1040A, or 1040 forms only. DO NOT include schedules.

_____ **SIGNED Verification Checklist**

Your authorization below allows Mercyhurst University to make any necessary changes to your 2012-2013 FAFSA based on the documentation you have submitted. If changes are necessary, you will receive an updated Student Aid Report from the U.S. Department of Education Central Processor. Updates to awards will be reflected on your award letter, available at: https://webadvisor.mercyhurst.edu and an email will be sent to your Mercyhurst University email account notifying you that a change has occurred.

Your Signature: _____ Date: _____

Spouse's Signature (if married): _____ Date: _____

Print Student Name: _____

If you have any questions, please contact the Office of Student Financial Services at 814-824-2288 or email sfs@mercyhurst.edu.

Please return your **entire** packet by mail, fax, or email **within 30 days.**
Mailing address: Mercyhurst University, Office of Student Financial Services, 501 East 38th Street, Erie, PA 16546
Fax: (814) 824-2300 or **Email:** sfs@mercyhurst.edu, **ATTN: Verification Processing Coordinator** (remember to fax both sides of 2 sided forms)