



EOP CANDIDATE INCOME REFERENCE SHEET / KEEP FOR YOUR RECORDS

Please answer **all** of the following questions. **If the answer is ZERO, write "0" or "N/A" for not applicable. No final determination of EOP eligibility will be made until all documents supporting income reported below are submitted. Incomplete forms will delay the process.** If total reported income is ZERO or LESS THAN YOUR EXPENSES, you will be required to verify how your family lived on the income reported. **Provide income information for only those parent(s) and/or stepparents you lived with during the past 12 months.**

Type of income received for 2011	Total amount	Required documentation
Mother / Stepmother : work earnings in 2011	\$	All 2011 IRS forms and schedules for tax return filed. Tax returns must be signed by a tax preparer or tax filer(s).
Father / Stepfather : work earnings in 2011	\$	All 2011 IRS forms and schedules for tax return filed. Tax returns must be signed by a tax preparer or tax filer(s).
Student : work earnings in 2011	\$	All 2011 IRS forms and schedules from applicant. Tax returns must be signed by a tax preparer or tax filer(s).
Social Security benefits received in 2011: Total 2011 benefits for all family members.	\$	ALL 1099 forms for 2011 received from Social Security Administration for each person in the household who receives those benefits.
SSI Benefits: Total 2011 benefits received for all family members.	\$	Statement from Social Security Administration listing total amounts received in 2011 by all family members.
Social Services (AFDC, etc.): Total 2011 benefits for all family members.	\$	Please submit the enclosed VERIFICATION OF PUBLIC ASSISTANCE FORM to your social service office for completion. (DO NOT SEND PUBLIC ASSISTANCE BUDGETS.)
Child Support: Total received in 2011 for all children in household.	\$	Documentation may be required
Other: Total 2011 untaxed income/benefits (e.g. money received or paid to family for bills and living expenses).	\$	Signed statement from parent(s) of total amounts received in 2011 from any other source not listed above and a statement of the total amount given from the person(s) who contribute to expenses.
If no parent tax return was filed in 2011 and no other source of income was listed above:	\$	IRS Form 4506-T (transcript of tax form with verification of 2011 non-filing status) is required. You can request the form from IRS (phone 1-800-908-9946). Also, if applicable, we may request a transcript once application is initially reviewed. You can download the two page form at our website: http://www.albany.edu/financialaid/forms.shtml
Unemployment compensation in 2011	\$	All 2010 IRS forms and schedules for tax return filed by parents. Tax returns must be signed by a tax preparer or tax filer(s).
We will need the previous 2010 federal tax return from parents receiving any unemployment benefits in 2011.		

You MUST REPORT AND VERIFY ALL INCOME received during 2011 by you and your parent(s).