



Office of Student Financial Aid • 901 S Haverhill Road • El Dorado, KS 67042

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Web Site: www.butlercc.edu/fin_aid/index.cfm

Butler Student
ID Number:

12EXT

Student Last Name

First Name

M.I.

Example: @00111111 or Z00011111

2011-2012 Request for Processing Financial Aid Based on Estimated Income and Extension to File Tax Return

By signing this form you are agreeing that you understand the following regulations regarding file verification using estimated income and an extension to file a tax return:

1. I understand that a copy of a filed tax return must be submitted to the Office of Student Financial Aid (OFSA) by October 15 or I must provide documentation from the IRS stating I have been granted an additional extension of time to file. If a filed tax return or additional extension of time to file is not received, no additional financial aid disbursements will be made.
2. I understand that if the IRS grants an extension beyond October 15, a copy of a filed tax return must be submitted to the OFSA by December 1, 2011 for Fall only enrollment and April 15, 2012 for Fall/Spring or Spring only enrollment. Extensions of time to file will not be accepted for Summer financial aid as the term will have exceeded the IRS extension for time to file. Failure to submit a copy of the filed tax return by the stated deadline will result in 100% repayment of ALL types of Federal Financial Aid received during the aid year.
3. I understand that the OFSA will process Financial Aid based on income statements that I have provided such as W-2(s), 1099(s), or profit/loss statement from business, farms, rentals, partnerships, etc.
4. I understand that the OFSA will re-verify the student's financial aid file at the time the tax return is submitted and that this re-verification could result in a change in Financial Aid eligibility and a repayment of aid already received. I understand I have the option of requesting that my aid is not processed until I have filed a tax return and provide a copy to the OFSA.

Filing Extensions

If, any of the persons required to report information on the FAFSA will file but hadn't filed a tax return at the time of application, they would have used an estimated AGI on the FAFSA. At the time of verification, the necessary tax returns should have been filed and must be used for verification. If a return hasn't been filed by then and a filing extension was granted by the IRS, the school shall accept as alternative documentation copies of the W-2 forms, and, as proof that the IRS has granted a filing extension, either a copy of IRS Form 4868—Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (automatically grants the taxpayer a six-month extension beyond the April 15 deadline) or a copy of the IRS approval of an extension beyond the automatic six-month extension. In addition to supplying the above documentation, the student must submit a copy of the tax returns when filed. When you receive the completed tax returns, you must use them to re-verify the required data. A student who fails to submit a copy of the filed tax return or alternative documents before the deadline for verification is ineligible for FSA funds and is required to repay any aid disbursed. **AVG-88-89 Ch. 4—Verification** FSA HB JUN 2010

Please process my financial aid using estimated income and extension for time to file from the IRS.

DO NOT process my financial aid at this time, I will provide a copy my tax return once filed.

(Student Signature)

Date

Parent/Step-Parent Signature if Required on FAFSA-Step 4)

Date