

2009-2010 Verification Worksheet

Federal Student Aid Programs

Independent

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2008 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your Financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

Please read all instructions carefully.

What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You may need to make corrections electronically or by using your SAR.

Your school must review the requested information under the financial aid program rules (34 CFR, Part 668).

A. Student Information

_____	_____	_____	_____
Last name	First name	M.I.	Social Security Number
_____			_____
Address (include apt. no.)			Date of birth
_____	_____	_____	_____
City	State	ZIP code	Phone number (include area code)

B. Family Information

List the people in your household, include:

- yourself, and your spouse if you have one; and
- your children, if you will provide more than half of their support from July 1, 2009 through June 30, 2010, even if they do not live with you; and
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2009 through June 30, 2010.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half time between July 1, 2009 and June 30, 2010, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	wife	City University
		self	

Tax filers must include a **signed** copy of the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of the tax return, request a **tax return transcript** by calling 1-800-829-1040. Form 8453 is **not** acceptable.

C. Student's Tax Forms and Income Information

- Check and attach signed tax return.
- Check here if a signed tax return will be submitted to the school by _____ (date).
- Check if you will not file and are not required to file a 2008 U.S. Income Tax Return. List below your employer(s) and any income received in 2008 (use the W-2 form or other earnings statements if available).

Sources	2008 Amount
	\$
	\$
	\$

D. Spouse's Tax Forms and Income Information (if student is married)

- Check if you and your spouse did or will file a joint return.
- Check and attach spouse's signed tax return if your spouse filed a separate return.
- Check here if a signed spouse's tax return will be submitted to the school by _____ (date).
- Check if your spouse will not file and is not required to file a 2008 U.S. Income Tax Return. List below your spouse's employer(s) and any income received in 2008 (use the W-2 form or other earnings statements if available).

Sources	2008 Amount
	\$
	\$
	\$

Untaxed Income

Both tax filers and non-tax filers must list any untaxed income received in 2008. **If blank, we will assume zero.**

Student	Calendar Year 2008	Spouse
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings) including amounts reported on the W-2 Form in Boxes 12a-12d, codes D, E, F, G, H and S.	\$
\$	Child support received for all children. Don't include foster care or adoption payments.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$
\$	Veterans' noneducation benefits such Disability, Death Pension, or Dependency & Indemnity Compensation, and/or VA Education Work-Study allowances	\$
\$	Any other untaxed income or benefits not reported elsewhere on this form, such as worker's 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, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.	\$

E. Sign this Worksheet

By signing this worksheet, we certify that all the information reported on it is complete and correct. Any blank is assumed to mean zero. If married, spouse's signature is optional.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Date

Spouse Date