

# IMPORTANT INFORMATION

Based on the information you submitted on your FAFSA, you have been selected for a process called verification. The following documentation must be submitted along with the verification form (attached); and

- We will no longer accept hand-written tax forms.
- Copies of 2008 Federal taxes, W-2 Forms, if dependent, include copies of parent's 2008 Federal taxes and W-2 Forms, and any pertaining schedules.
- All copies of 2008 Federal tax forms submitted **must be signed**.
- If you do not have copies of your 2008 Federal tax form, you can call the IRS at 800-829-1040 for a copy of your transcript (**number 4506-T**).
- Please note that only the following federal tax forms will be accepted; 1040, 1040A, 1040EZ, and official IRS transcript, **number 4506-T**.

In order to avoid delays, make sure all attached forms are completed and signed.

- Worksheet ABC:  
Do not leave anything blank. If the answer is zero, please write in zero.



# 2009-2010 Verification Worksheet

## Federal Student Aid Programs

**Dependent**

FORM APPROVED  
OMB NO. 1845-0041

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 parent(s)’ 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.

### What you should do

1. Collect your and your parent(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—you and at least one parent.
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	MI	Social Security Number	Student ID Number
Address (include apt. #)			Date of Birth	
City	State	ZIP Code	Phone # (Include Area Code)	

### B. Family Information

List the people in your **parents’ household**, include:

- yourself and your parent(s) (including stepparent) even if you don’t live with your parents, and
- your parents’ 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 July 1, 2009 through June 30, 2010, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- other people if they now live with your parents, and your parents 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
Missy Jones (example)	18	Sister	Central University
		Self	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0041. The time required to complete this information collection is estimated to average twelve minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Education, Washington, DC 20202-5345



**C. Student's Tax Forms and Income Information (all applicants)****Dependent**

1. Check only one box below. Tax returns include 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 your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.
- Check here if you are attaching a signed copy of your tax return.
- Check here if a signed tax return will be submitted to the school by \_\_\_\_\_ (date).
- Check here if you will not file and are not required to file a 2008 U.S. Income Tax Return.

2. Funds received for child support, welfare (including TANF) and other untaxed income:

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$	d.	\$
b. Workmans Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2008 Federal 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. Parent(s)' Tax Forms and Income Information**

1. Check only one box below. Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your parent(s) did not keep a copy of their tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.
- Check here if you are attaching a signed copy of your parents' tax return.
- Check here if a signed tax return will be submitted to the school by \_\_\_\_\_ (date).
- Check here if your parent(s) will not file and are not required to file a 2008 U.S. Income Tax Return.

2. Funds received for child support, welfare (including TANF) and other untaxed income:

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$	d.	\$
b. Workmans Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your parent(s) did not file and are not required to file a 2008 Federal 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
	\$
	\$

**E. Sign this Worksheet**

By signing this worksheet, we certify that all the information reported on it and the attached worksheets are complete and correct. At least one parent must sign.

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

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**PLEASE READ:**

If you are the student, by signing this application you certify that you (1) will use federal and or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your school if you default on a federal student loan and (5) will not receive a Federal Pell Grant for more than one school for the same period of time. If you are the parent or the student, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you filed or are required to file. Also, you certify that you understand that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies. If you sign any document related to the federal student aid programs electronically using a Personal Identification Number (PIN), you certify that you are the person identified by the PIN and have not disclosed that PIN to anyone else. If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

**2008 Additional Financial Information**

**Student's (Q46)**

**Parents' (Q94)**

\$	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040--line 50 1040A--line 31	\$
\$	Child support <b>paid</b> because of divorce or separation or as a result of a legal requirement. <b>Don't include:</b> support for children in your (or your parents') household, as reported in question 96 (or question 75 for your parents).	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships	\$
\$	Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income. Includes Americorps benefits (awards, living allowances, and interest accrual payments) as well as grant or scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay  Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q)	\$

**2008 Untaxed Income**

**Student's (Q47)**

**Parent(s) (Q95)**

\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D,E,F,G,H and S	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040--total of lines 28+32or 1040A--line 17	\$
\$	Child support <b>received</b> for all children. Don't include foster care or adoption payments.	\$
\$	Tax exempt interest income from IRS Form 1040--line 8b or 1040A--line 8b	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040--lines (15a minus 15b) or 1040A--lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Untaxed portions of pensions from IRS Form 1040--lines (16a minus 16b) or 1040A--lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	\$
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances	\$
\$	Any other untaxed income or benefits such as worker's compensation, untaxed portions of railroad retirement benefits, disability, etc. <b>Don't include</b> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, SSI, 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 <b>received</b> , or paid on your behalf (e.g., bills), not reported elsewhere on this form	XXXXX

