

# 2009-2010 Verification Worksheet Federal Student Aid Programs



As indicated on your Student Aid Report, your FAFSA was selected for review in a process called Verification. In this process, your school will be comparing information from your FAFSA with signed copies of your (and your spouse's if you are married, or your parent's if you are dependent) 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. Your school is required to make corrections if there are differences between your FAFSA information and your financial documents.

Complete this verification worksheet and submit it, along with other required documents, to the financial aid office as soon as possible to avoid a delay in processing your financial aid. If you need help, contact the financial aid office at your school.

## What you should do

1. Collect your (and your spouse's or parent's if necessary) **2008 Federal 1040, 1040A or 1040EZ**.
2. **Complete** and **sign** this worksheet. **Do not leave spaces blank.**
3. Submit this completed **signed** worksheet, **signed** copies of tax forms and any other requested documents to the financial aid office.
4. Your financial aid office will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA and submit changes if necessary. **You should NOT submit FAFSA changes yourself after Verification is complete.**

*Your school must review the requested information under the financial aid program rules (34 CFR, Part 668) and submit corrections if necessary.*

## A. Student Information

Last Name	First Name	MI	Student ID Number
Address (include apt. #)			Social Security Number
City			Date of Birth
	State	Zip Code	Phone Number (include area code)

Follow the **Dependent Student** instructions if you **WERE REQUIRED** to include parent data on your **FAFSA**.  
Follow the **Independent Student** instructions if you **WERE NOT REQUIRED** to include parent data on your **FAFSA**.

## B. Family Information

**Write the names of all household members\* in the section below. LIST YOURSELF FIRST!** Also write in the college name for any family member, excluding your parent, who will attend college at least half time between July 1, 2009 and June 30, 2010, and will be enrolled in a financial aid eligible program. If you need more space, attach a separate page.

**\*Independent Student:** List the people in **your household**. Include yourself, 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. Include other people **only** 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.

**\*Dependent Student:** List the people in your **parent's household**. Include yourself, your parent/stepparent (even if you don't live with them), and your parent/stepparent's children who live with them. Include parent/ stepparent's other children who do not live with them if your parent/stepparent will provide more than half of their support from July 1, 2009 through June 30, 2010, or if the children would be required to give parental information when applying for federal student aid. List any other people who now live in your parent/stepparent's household if your parent/stepparents 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.

Full Name	Age	Relationship	College
<i>(example) Missy Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		<b>SELF</b>	<b>BCTC</b>

Yes  No In 2007 or 2008, did you or any member of your household receive SSI, Food Stamps, Free or Reduced Price Lunch, TANF or WIC?

Yes  No As of today, are you or any member of your household a “dislocated worker?” Dislocated worker status includes an actual layoff or a layoff notice (usually with unemployment benefits), or a self-employed person now unemployed due to economic conditions or natural disaster. A person who quits work voluntarily, even if unemployment benefits are received, is not considered a “dislocated worker.”

### C. Tax Forms and Income Information

**Independent Students:** You **must** provide a **signed copy** of your 2008 Federal 1040, 1040A or 1040EZ and/or other income information requested to the financial aid office for you **and** your spouse if you are currently married, even if you were not married when you filed taxes or filed separately.

**Dependent Students:** You **must** provide a **signed copy** of your 2008 Federal 1040, 1040A or 1040EZ and/or other income information requested to the financial aid office for you **and** your parent/stepparent.

If a tax return was not filed, please complete the information below.

	No, I will NOT file a return	Report the income <u>earned from working</u> below. Refer to Form W-2s if necessary.	
Student		Student	\$
Spouse		Spouse	\$
Parent		Parent	\$

You **must** submit a **signed** copy of your **2008 Federal Income Tax Return** to the financial aid office if you filed.

### D. Other Financial Information

Student/Spouse		Calendar Year 2008 (Report Yearly Amounts—Do Not Leave Spaces Blank)		Parent(s)
\$	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 forms in Boxes 12a-12d with codes D, E, F, G, H, and S.			\$
\$	2008 Child support <b>received</b> 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 as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.			\$
\$	Any other untaxed income not reported, such as workers' compensation, 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 received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.			
\$	Child support <b>paid</b> during 2008 because of divorce or separation as a result of a legal requirement. Don't include support for children in your household as reported in Part B. <b>Children's Names:</b> _____			\$
\$	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 <b>reported to the IRS</b> in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.			\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).			\$

### E. Sign this Worksheet

Each person signing this worksheet certifies that all information reported on it is complete and correct. If student is dependent, at least one parent must sign. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. Your financial aid cannot be processed until the financial aid office receives the required Verification documents. Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668), and submit corrections if necessary.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature (Dependent Students Only) \_\_\_\_\_

Date \_\_\_\_\_