

# 2010-2011 Verification Worksheet Federal Student Aid Programs

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)' 2009 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 may need to send in corrections on your Student Aid Report (SAR), or your school may send corrections electronically, to have your information reprocessed.

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 spouses) and parent(s) financial documents (signed Federal income tax form, W-2 forms, etc.)
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Fill in and sign the worksheet – you and your parent if appropriate.
4. Take the completed worksheet, tax forms, and any other documents your school needs to your financial aid administrator.
5. Your financial aid administrator will compare information on the documents. You may need to make corrections on your SAR and send it back to the application processor.

*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

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Address (include Apt. Number)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City                              State                              Zip

\_\_\_\_\_  
Phone Number (include area code)

## B. Family Information

**Independent Students:** List the people in your household, include: (a) yourself and your spouse if you have one; (b) your children, if you will provide more than half of their support from July 1, 2010 through June 30, 2011; (c) 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, 2010 through June 30, 2011.

**Dependent Students:** List the people in your parents' household, include: (a) yourself and your parent(s) (including stepparent) even if you don't live with your parents; (b) your parents' other children, even if they don't live with your parent(s), if your parents will provide more than half of their support from July 1, 2010 through June 30, 2011 or the children would be required to provide parental information when applying for Federal Student Aid; (c) 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, 2010 through June 30, 2011.

**Write the names of all household members.** Also write in the name of the college for any family member excluding your parent(s), who will be attending college at least half-time between July 1, 2010 and June 30, 2011, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		Self	

### C. Student's and Spouse (if married) Tax Forms and Income Information

- Check one box only. Tax returns include the 2009 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 copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.
  - Check and attach signed tax return.
  - Check and complete: 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 2009 U.S. Income Tax Return.

- Funds received for child support and other untaxed income. (See Question 47 of the Free Application for Federal Student Aid)

Sources of Untaxed Income	2009 Amount	Sources of Untaxed Income	2009 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

- If you did not file and are not required to file a 2009 Federal income tax return, list below your employer(s) and any income received in 2009 (use the W-2 form or other earnings statements if available).

Name of Employer	2009 Amount

### D. Parent(s)' Tax Forms and Income Information

- Check one box only. Tax returns include the 2009 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 the tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.
  - Check and attach signed tax return.
  - Check and complete: 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 2009 U.S. Income Tax Return.

- Funds received for child support and other untaxed income. (See Question 95 of the Free Application for Federal Student Aid)

Sources of Untaxed Income	2009 Amount	Sources of Untaxed Income	2009 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

- If your parent(s) did not file and are not required to file a 2009 Federal income tax return, list below your employer(s) and any income received in 2009 (use the W-2 form or other earnings statements if available).

Name of Employer	2009 Amount

### E. Sign this Worksheet

By signing this worksheet, we certify that all the information reported on it is complete and correct. At least one parent must sign if a dependent student.

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

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Parent Date

**Do not mail this worksheet to the Department of Education. Take it to your Financial Aid Administrator at your school. Make sure that tax forms are signed.**