



2008-2009 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 spouse's, if you are married) 2007 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.

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 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 or your school may need to make corrections.

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, 2008 through June 30, 2009, 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, 2008 through June 30, 2009.

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 at least half time between July 1, 2008 and June 30, 2009, 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	

C. Tax Forms and Income Information

Independent

❖ **Tax-filers** :Check the box(es) to indicate the people (you and your spouse) **who filed** a 2007 federal tax return. **Attach a signed copy of the 2007 federal tax return and all W-2's.** Acceptable tax return documents are: 2007 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

You Your Spouse

If you are not able to locate a copy of the required 2007 tax documents, please request a copy from your tax preparer, or contact the Internal Revenue Service by calling 1-800-829-1040.

Non tax-filers: Check the box(es) to indicate the people (you and your spouse) **who did not and are not required to file** a 2007 federal tax return. List below the employer for these people and any income received in 2007.

You Your Spouse

Employee Name	Name of Employer	Amount Earned in 2007
		\$
		\$
		\$

❖ **Were you or your spouse a member of the U.S. Armed Forces in 2007?** _____ Yes _____ No
 If yes, please **attach a copy of your December 2007 Leave and Earnings Statement (LES).** May be available at www.mypay.gov or www.dfas.mil

❖ **Were you or your spouse self-employed for 2007?** _____ Yes _____ No
 If yes, please **attach a copy of your 2007 Schedule C.**

Review the items below that apply to you and your spouse. Enter the amount(s) received in 2007 or **zero's if no funds were received.**

Entire Year 2007 (January – December)	Student	Spouse
Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps or subsidized housing.	\$	\$
Social Security benefits received that were not taxed. (Such as SSI)	\$	\$
Child support received for all children. Don't include foster care or adoption payments.	\$	\$
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings) including amounts reported on the W-2 Form in Box 12a through 12d, codes D, E, F, G, H and S.	\$	\$
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$	\$
Workers' Compensation.	\$	\$
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 untaxed portions of Railroad Retirement Benefits, Black Lung Benefits, disability, etc. Tax-filers – report combat pay not included in Adjusted Gross Income. Don't include student aid, WIA benefits or benefits from flexible spending arrangements, e.g. cafeteria plans.	\$	\$
Money received or paid on your behalf (e.g. bills), not reported elsewhere on this form.	\$	\$
Foreign income exclusion from IRS Form 2555-line 45 or 2555EZ-line 18.	\$	\$
Credit for federal tax on special fuels from IRS Form 4136-line 17-nonfarmers only.	\$	\$
Child support paid because of divorce, separation or as a result of a legal requirement.	\$	\$
Taxable earnings from Federal Work-Study or other need-based work programs, e.g. fellowships and assistantships.	\$	\$

D. Sign this worksheet and attach signed copies of 2007 tax documents and all W-2's.

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

By signing this worksheet, I certify that all information reported on this worksheet is complete and correct.

Student Signature _____ Date _____