



# 2009-2010 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) 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 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 electronically or by using your SAR.

### 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*, including:

- 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 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
<i>Martha Jones</i> (example)	<i>24</i>	<i>Wife</i>	<i>City University</i>
		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. Tax Forms and Income Information**

**Independent**

❖ **Indicate by a check mark** the people (you and your spouse) **who filed or did not file** a federal 2008 tax return and indicate the wages earned from work for each. **Tax filers must attach a signed copy of their federal 2008 tax return.** Acceptable tax return documents are: 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you are not able to locate a copy of the required 2008 tax documents, please request a copy from your tax preparer, or contact the Internal Revenue Service by calling 1-800-829-1040.

**You** \_\_\_\_ filed or \_\_\_\_ did not file and are not required to file a 2008 federal tax return.  
 \$\_\_\_\_\_ total amount reported in box 1 of all your 2008 W-2s.

**Spouse** \_\_\_\_ filed or \_\_\_\_ did not file and is not required to file a 2008 federal tax return.  
 \$\_\_\_\_\_ total amount reported in box 1 of all your spouse’s 2008 W-2s.

**NOTE: The amount reported on W-2s should match the total amount reported on line 7 of the 2008 federal 1040 , 1040A or line 1 of 1040EZ.**

❖ **Were you or your spouse a member of the U.S. Armed Forces in 2008?** \_\_\_\_ **Yes** \_\_\_\_ **No**  
 If yes, indicate the yearly amount received for housing (BAH), food (BAS) and other allowances (e.g. parachute pay, Drill Sergeant Pay, re-enlistment bonus). This information may be listed on your Leave and Earnings Statement.

Housing \$\_\_\_\_\_, Food\$\_\_\_\_\_, Other entitlements \$\_\_\_\_\_  
 (January through December 2008) (January through December 2008) (January through December 2008)

❖ **Were you or your spouse self-employed for 2008?** \_\_\_\_ **Yes** \_\_\_\_ **No**

If yes, please provide the total amount of business income for yourself \$ \_\_\_\_\_, your spouse\$\_\_\_\_\_.  
 This information should be listed on line 12 of IRS form 1040.

Review the items below that apply to you and your spouse. Enter the amount(s) received in 2008 or **zero’s if no funds were received.**

<b>Entire Year 2008 (January through December)</b>	<b>Student</b>	<b>Spouse</b>
Child support <b>received</b> 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 clergy and others (non-military). Include cash payments and cash value of benefits.	\$	\$
Untaxed income such as disability and Workers’ Compensation.	\$	\$
Veterans’ non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$	\$
Money <b>received</b> or paid on your behalf (e.g. bills), not reported elsewhere on this form.	\$	\$
Child support <b>paid</b> 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 2008 federal tax documents.**

**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 \_\_\_\_\_