

2011 - 2012 Verification Worksheet

Federal Student Aid Programs

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 2010 Federal tax forms, or with W-2 forms or other financial documents. The Federal Department of Education requires us to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, we may need to make corrections.

Complete this verification form and submit it to your financial aid counselor as soon as possible, so that your financial aid won't be delayed. Your financial aid counselor 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 counselor 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 counselor.
5. Your financial aid counselor will compare information on this worksheet and any other supporting documents with the information you submitted on your application. We may need to make corrections.

A. Student Information

_____	_____	_____	_____
Last name	First name	M.I.	College ID
_____			_____
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, 2011 through June 30, 2012, 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, 2011 through June 30, 2012.

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, 2011 and June 30, 2012, 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)	24	Wife	Central University
		Self	

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

Independent

1. Check only one box below. Tax returns include the 2010 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 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See question 44 of the FAFSA)

<i>Sources of Untaxed Income</i>	<i>2010 Amount</i>	<i>Sources of Untaxed Income</i>	<i>2010 Amount</i>
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

<i>Sources</i>	<i>2010 Amount</i>
	\$
	\$

D. Spouse's Tax Forms and Income Information (if student is married)

1. Check only one box. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico, or a foreign income tax return. If your spouse did not keep a copy of their tax return, request a copy from their 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 and your spouse's joint tax return(s).
- Check here and attach spouse's signed tax return if your spouse filed a separate return.
- Check here if a signed spouse's tax return will be submitted to the school by _____ (date).
- Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See question 44 of the FAFSA)

<i>Sources of Untaxed Income</i>	<i>2010 Amount</i>	<i>Source of Untaxed Income</i>	<i>2010 Amount</i>
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your spouse did not file and is not required to file a 2010 Federal income tax return, list below your spouse's employer(s) and any income they received in 2010 (use the W-2 form or other earnings statements if available).

<i>Sources</i>	<i>2010 Amount</i>
	\$
	\$

E. Child Support Paid and/or College Work-Study Earned

<i>Sources</i>	<i>2010 Amount</i>
	\$
	\$

F. Sign this Worksheet

Each person signing this worksheet certifies that all the information reported on it is complete and correct. If married, spouse's signature is optional.

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

Student Date

Spouse Date

Make sure that your tax forms are signed and then return this worksheet and supporting documents to your Financial Aid Counselor at your CCV site.