



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	

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

1. Check only one box below. Tax returns include the 2008 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 2008 U.S. Income Tax Return.

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

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
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 2008 Federal income tax return, list below your employer(s) and any income received in 2008 (use the W-2 form or other earnings statements if available).

Sources	2008 Income
	\$
	\$
	\$

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

1. Check only one box below. Tax returns include the 2008 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 the tax return, request a copy from the 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.
- 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 2008 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 47 of the FAFSA.)

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
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 2008 Federal income tax return, list below your spouse's employer(s) and any income received in 2008 (use the W-2 form or other earnings statements if available).

Sources	2008 Income
	\$
	\$
	\$

E. Sign this Worksheet

Each person signing this form 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

Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school. Don't forget to sign your tax forms.

We are here to help!

Helpful Hints for 2009/2010 Verification Process for Independent students

(Requires 2008 tax information only)

- Submit all required information. Incomplete and/or missing information will cause delays in the completion of the verification process. **Federal aid cannot be awarded until verification is complete.**
- **Be sure that photocopies of verification documents are clear and legible**
- W-2's submitted must equal wages on taxes (line 7 of 1040 or 1040A or line 1 of the 1040ez)
- Submit schedule C, F, D, E, and K-1 (if any are applicable)
- Full documentation of 2008 information reported on FAFSA verification worksheets.
- *Please update all mailing and e-mail addresses so you can receive important correspondence.*
- If you have questions regarding the verification process, contact the Office of Student Financial Services at (573) 592-1699.

Required Documentation

Independent Student

(If you are married at the time the FAFSA is filled out you must include spouse's income reported on their federal taxes as well. You will have to add the required lines off of each tax form in order to get the correct amount to report. Even if you were not married the previous year when your taxes were filed you must include your spouse's income if you were married at the time you filled out your FAFSA.)

- √ Verification worksheets (attached) signed and dated by student and spouse
- √ Signed copy of student and spouse's **2008** Federal Taxes and applicable tax schedules signed and dated**
- √ **2008** student and spouse's W-2's
- √ Additional supporting documentation (if applicable)

**** Please note that all Federal tax returns should be signed by the filer(s) or be signed by the actual tax preparer.**

Because each student's situation is unique, you may be asked to provide additional documentation. Examples of additional documentation requirements include:

- **2008** Welfare documentation
- **2008** Social Security documentation
- **2008** Disability documentation
- **2008** Child support documentation
- Documentation of separation or divorce

Student/Spouse Checklist

Please review and verify the completion of the following checklist below to ensure efficient completion of the verification process:

Verification Worksheet:

- _____ Is it signed?
- _____ Are all household members listed?
- _____ FAFSA worksheet completed (on back)

Taxes and W-2's:

- _____ Are 2008 taxes signed?
- _____ Are tax schedules attached? (C, D, E, F or K-1)
- _____ Do all submitted W-2's add up to wages on taxes?

Have You:

- _____ Have you submitted all supporting documents? (child support, disability, social security, etc.)
- _____ Reviewed and completed all necessary documents?

Please complete the FAFSA worksheet on reverse side⇒

2009/2010 Verification Worksheet

All students must fill out the student information. Please enter 0 in the box if you do not have earnings to report there. Dependent students need to have your parents fill out the parent information. Independent students need to include spouse's information with student's information.

Student/Spouse 2008 Additional Financial Information (Enter combined amounts for you & your spouse.)

- _____ Child support received 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 non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.
- _____ Other untaxed income not reported, such as workers' compensation, disability, etc. **DON'T INCLUDE** student aid, earned income credit, additional child tax credit, welfare payments, _____ untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangement (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 paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your household, as reported in question 96.
- _____ Taxable earnings from need-based employment programs, such as Federal Work-Study and need based employment portions of fellowships and assistantships.

Parent/Stepparent 2008 Untaxed Income (Enter combined amounts for parent &/or step parent who has provided at least half of your support in 2008.)

- _____ Child support received 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.
- _____ Other untaxed income not reported, such as workers' compensation, disability, etc. **DON'T INCLUDE** student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangement (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 paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your household, as reported in question 75.
- _____ Taxable earnings from need-based employment programs, such as Federal Work-Study and need based employment portions of fellowships and assistantships.

Student signature

Date

Parent/Spouse signature

Date