

# 2008-2009 Verification Worksheet

## Federal Student Aid Programs



As indicated on your Student Aid Report, your FAFSA was selected for review in a process called Verification. In this process, your school will be comparing information from your FAFSA with signed copies of your (and your spouse's if you are married, or your parent's if you are dependent) 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. Your school is required to make corrections if there are differences between your FAFSA information and your financial documents.

Complete this verification worksheet and submit it, along with other required documents, to the financial aid office as soon as possible to avoid a delay in processing your financial aid. If you need help, contact the financial aid office at your school.

### What you should do

1. Collect your (and your spouse's or parent's if necessary) 2007 **Federal 1040, 1040A or 1040EZ** (or other federal tax form filed).
2. **Complete** and **sign** this worksheet. **Do not leave spaces blank.**
3. Submit this completed **signed** worksheet, **signed** copies of tax forms and any other requested documents to the financial aid office.
4. Your financial aid office will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA and submit changes if necessary. You should **NOT** submit FAFSA changes yourself after Verification is complete.

*Your school must review the requested information under the financial aid program rules (34 CFR, Part 668) and submit corrections if necessary.*

### A. Student Information

Last Name	First Name	MI	Student ID Number
Address (include apt. #)			Social Security Number
City			Date of Birth
State		Zip Code	Phone Number (include area code)

### B. Family Information

**Write the names of all household members\* in the space below. LIST YOURSELF FIRST!** Also write in the college name for any family member, excluding your parent, who will attend college at least half time between July 1, 2008 and June 30, 2009, and will be enrolled in a financial aid eligible program. If you need more space, attach a separate page.

**\*Independent Students (parent information not required on FAFSA):** List the people in your household. Include yourself, 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. Include other people only 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.

**\*Dependent Students (parent information required on FAFSA):** List the people in your parent's household. Include yourself, your parent/stepparent (even if you don't live with them), and your parent/stepparent's children who live with them. Include parent/stepparent's other children who do not live with them **if** your parent/stepparent will provide more than half of their support from July 1, 2008 through June 30, 2009, or **if** the children would be required to give parental information when applying for federal student aid. List any other people who now live in your parent/stepparent's household **if** your parent/stepparent's 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.

Full Name	Age	Relationship	College	Federal Benefit**
<i>(example) Missy Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>	<i>Y</i>
		<b>SELF</b>	<b>KCTCS</b>	

**For Office Use Only**

Transaction #: \_\_\_\_\_

Verified EFC: \_\_\_\_\_

A     R     T

Signatures:     Y   N

Comments \_\_\_\_\_

\_\_\_\_\_

Date Stamped: Y N

Verified By: \_\_\_\_\_

**\*\*Place a "Y" in the "Federal Benefit" column for any member of your household who received benefits such as SSI, Food Stamps, Free or Reduced Price School Lunch, TANF or WIC during 2007 as reported on your FAFSA.**

## C. Tax Forms and Income Information

**Independent Students (parent information not required on FAFSA):** You must provide 2007 Federal 1040, 1040A or 1040EZ and/or other income information to the financial aid office for you (and your spouse if you are married).

**Dependent Students (parent information required on FAFSA):** You must provide 2007 Federal 1040, 1040A or 1040EZ and/or other income information to the financial aid office for you **and** your parent/stepparent.

For 2007, have you or will you complete a 2007 Federal Income Tax Return?				
	Yes, I have Already Filed	Yes, I will file later	No, I will NOT file a return	If you <u>will not file</u> a 2007 tax return, please report the income earned from working below. Refer to Form W-2s if necessary.
Student				Student \$
Spouse				Spouse \$
Parent				Parent \$

**If you have completed your 2007 Federal Income Tax Return** (IRS form 1040, 1040A, 1040EZ or 1040 TeleFile) you **MUST** submit a **signed** copy to your financial aid office. Submit your tax return and your spouse's tax return, if married but filed separately, or your parent's tax return if dependent.

## D. Other Financial Information

You must list any untaxed income received in 2007 for yourself, your spouse if married or your parent's if you are dependent. **Be sure to enter zero if no funds were received. Do NOT leave the spaces blank.**

Student/Spouse	Calendar Year 2007 (Report Yearly Amounts)	Parent(s)
\$	Welfare benefits, including KTAP or TANF. Do not include food stamps or subsidized housing.	\$
\$	Social Security benefits received that were not taxed (such as SSI) for all household members.	\$
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a-d with codes D, E, F, G, H, and S.	\$
\$	2007 Child support <b>received</b> for all children. Don't include foster care or adoption payments.	\$
	Foreign income exclusion from IRS Form 2555—line 45 or Form 2555EZ—line 18.	
\$	Credit for federal tax on special fuels from IRS Form 4136—line 18 (nonfarmers only).	\$
\$	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.	\$
\$	Any other untaxed income not reported elsewhere on Worksheets A and B, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Tax filers only: report combat pay not included in adjusted gross income (Q35 and Q79). Don't include student aid, Workforce Investment Act educational benefits, combat pay if you are not a tax filer, 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.	
\$	Child support you <b>or</b> your parent's <b>paid</b> during 2007 because of divorce or separation as a result of a legal requirement. Don't include support for children in your (or your parent's) household, as reported in question 90 (or question 66 for your parents). <b>List the names of the child(ren) below:</b>	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Student grant and scholarship aid <u>reported to the IRS</u> in your (or your parent's) adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$

## E. Sign this Worksheet

Each person signing this worksheet certifies that all information reported on it is complete and correct. If student is dependent, at least one parent must sign. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. Your financial aid cannot be processed until the financial aid office receives the required Verification documents. Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668), and submit corrections if necessary.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature (Dependent Students Only) \_\_\_\_\_

Date \_\_\_\_\_