

**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/or your parents'/spouse's) 2010 Federal tax forms and 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).

To avoid delays with the processing of your financial aid please complete this verification form and submit any requested verification documents to your financial aid administrator as soon as possible. Your financial aid administrator may assist you.

Check the box if the FAFSA was completed using parent tax information.

What you should do:

1. Collect you and your parents'/spouse's financial documents (signed 2010 Federal income tax forms, W-2 forms, etc.).
2. Complete and sign the worksheet – you and/or Parent(s)/spouse.
3. Submit the completed worksheet, Federal Tax returns, and any other documents your school requests to your financial aid administrator.
4. 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.
5. Talk to your financial aid administrator if you have questions about completing this worksheet.

A. Student Information

First Name	MI	Last Name	Student ID #
Address			Date of Birth
City	State	Zip	Social Security Number

B. Family Information

Phone Number

Email Address

List the people in *your household*:

- If you are **Dependent**, you should include yourself, parent(s) and siblings whom your parent(s) will provide more than half of their support from July 1, 2011 through June 30, 2012.
- If you are **Independent**, you should include yourself, your spouse (if married) and children if you will provide more than half of their support from July 1, 2011 through June 30, 2012.

Write in the names of all family members. Also write in the name of the college for any family member who will be attending college (excluding the parent(s) in college) at least half-time between July 1, 2011 and June 30, 2012 and will be enrolled in a degree or certificate program. If you need more space attach a separate page. Don't forget to list your name.

Full Name	Age	Relationship	College
John Doe (example)	18	Brother	Roosevelt University
		Self	

C. Student's Tax Forms and Income Information

1. For all tax filers (includes 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 federal tax return, request a copy from your tax preparer or request an Internal Revenue Service form that list tax account information.

- Check here if you are attaching a signed federal tax return and W-2 forms.
- Check here if a signed federal tax return and W-2 forms will be submitted to RU by _____ (date).
- Check here if you have not and are not required to file a 2010 U.S. Income tax return. - IRS confirmation may be requested.

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

Source of Untaxed Income	2010 Amount	Source of Untaxed Income	2010 Amount
a. Child Support	\$	d. Untaxed Pensions	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Workman's Compensation	\$	f.	\$

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

Sources	2010 Amount
	\$
	\$
	\$

D. Parents'/Spouse's Tax Forms and Income Information

1. For all tax filers (includes 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 federal tax return, request a copy from your tax preparer or request an Internal Revenue Service form that list tax account information.

- Check here if you are attaching a signed federal tax return and W-2 forms.
- Check here if a signed federal tax return and W-2 forms will be submitted to RU by _____ (date)
- Check here if you have not and are not required to file a 2010 U.S. Income tax return. - IRS Confirmation may be requested.

2. Funds Received for child support and other untaxed income. (See Question 44 or 92 of the FAFSA)

Source of Untaxed Income	2010 Amount	Source of Untaxed Income	2010 Amount
a. Child Support	\$	d. Untaxed Pensions	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Workman's Compensation	\$	f.	\$

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

Sources	2010 Amount
	\$
	\$
	\$

E. Required Signature(s)

By signing below, I (we) certify that all the information reported to qualify for federal financial aid is complete and correct.

Student: _____ Date: _____ Parent: _____ Date: _____

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