



# 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	

Check the appropriate box below for student and spouse tax information. **If you did not keep copies of your tax information, contact your tax preparer or the IRS at 1-800-829-1040.**

**C: STUDENT'S 2008 TAX INFORMATION**

I have already submitted my 2008 Federal Tax Return to JCJC.

I have signed and attached a copy of my 2008 Federal Tax Return (1040, 1040A, 1040EZ or tax transcript).

I did not, will not, and am not required to file a 2008 Federal Tax Return.  
 My source(s) of income for 2008 are listed below: **PROVIDE DOCUMENTATION OF EARNINGS.**  
 Examples: (W-2's, Social Security Benefits, etc.) – Please indicate "0" if no funds were received.

Source: \_\_\_\_\_ \$ \_\_\_\_\_

Source: \_\_\_\_\_ \$ \_\_\_\_\_

**D: SPOUSE'S 2008 TAX INFORMATION**

I have already submitted my 2008 Federal Tax Return to JCJC.

I have signed and attached a copy of my 2008 Federal Tax Return (1040, 1040A, 1040EZ or tax transcript).

I did not, will not, and am not required to file a 2008 Federal Tax Return.  
 My source(s) of income for 2008 are listed below: **PROVIDE DOCUMENTATION OF EARNINGS.**  
 Examples: (W-2's, Social Security Benefits, etc.) – Please indicate "0" if no funds were received.

Source: \_\_\_\_\_ \$ \_\_\_\_\_

Source: \_\_\_\_\_ \$ \_\_\_\_\_

**E: UNTAXED INCOME INFORMATION**

Student Yearly Amounts	DO NOT LEAVE ANY SPACES BLANK. IF ZERO, WRITE IN "0".	Spouse Yearly Amounts
	2008 Untaxed Income & Benefits	
\$ _____	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, but not limited to, amounts reported on the W-2 forms in Boxes 12a - 12d, codes D, E, F, G, H, and S.	\$ _____
\$ _____	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. <b>Don't include</b> 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 arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$ _____
\$ _____	Other / cash received or paid on your behalf (e.g. bills) not reported elsewhere on this form	\$ _____
	<b>2008 Income Exclusions</b>	
\$ _____	Child support <b>paid</b> because of divorce or separation or as a result of a legal requirement. Don't include support for children in your household. List child(ren) support paid for: _____	\$ _____
\$ _____	Taxable earnings from need-based employment programs, such as Federal Work-Study	\$ _____
\$ _____	Grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$ _____
\$ _____	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$ _____

**F: SIGN THIS WORKSHEET**

By signing this worksheet, I (we) certify that all the information reported is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student: _____	Date: _____
Spouse: _____	Date: _____