

# Your School Logo

Financial Aid Office  
1234 Helping Students Highway  
Lots of Money, TN 54321  
800.123.4567  
FAX 801.123.4567

## VERIFICATION WORKSHEET FOR DEPENDENT STUDENTS

All documents are required in the Financial Aid Office by June 1, the priority processing date.  
Verification documents are due within 28 days from the first request.

### INSTRUCTIONS

Your application was selected for review in a process called "Verification". In this process, [Your School] will be comparing information from your application (FAFSA) with signed copies of your and your parent(s)' Federal tax forms, W2 forms, and/or other financial documents. Federal law (34 CFR, Part 668) states 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, [Your School] may need to make corrections.

*Assist [Your School] with assisting you! To prevent delays in receipt of financial aid, complete this verification form, attach all required documents, and submit it to your financial aid administrator. Only complete packets are accepted!  
Remember, verification documents are due within 28 days from the first request.*

1. Collect your and your parent(s)' financial documents (signed Federal income tax forms, tax schedules, W2 forms, etc.).
2. Complete and sign the worksheet—you and the parent who signed the FAFSA!
3. Submit the completed worksheet, tax forms, and any other documents your school requests to the Financial Aid Office. Copies of tax documentation, etc., made in the Financial Aid Office are at student's own expense.
4. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. [Your School] may need to make corrections.

Last Name: \*

First Name: \*

Middle Initial:

Social Security Number/Student Identification Number: \*

Address (include Apt #): \*

City:  State:  Zip Code:

Date of Birth (MM/DD/YYYY): \*  Current Phone Number (Cell, Home, or Work):

### FAMILY INFORMATION

List the people in your parent(s)' household.  
Be sure to include:

- o Yourself and your parent(s) (including stepparent) even if you don't live with your parents;
- o Your parents' other children IF your parents will provide more than half of their support from July 1, 2009 through June 30, 2010, or if the children would be required to provide parental information when applying for federal student aid; and
- o Other people if they now live with your parents, and your parents 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. Be aware you may have to submit additional written documentation.

Write in the name of the college for any household member, excluding your parent(s), who will be attending in a degree, diploma or certificate program at least half-time between July 1, 2009 and June 30, 2010. If you need more space, attach a separate page.

FULL NAME	AGE	RELATIONSHIP	COLLEGE
Miley Cyrus (example)	15	Sister	N/A
<input type="text"/>	<input type="text"/>	Self	[Your School]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VERIFICATION WORKSHEET FOR DEPENDENT STUDENTS, PG 2

### TAX FORMS & INCOME INFORMATION SECTION

Check and attach all **Required Documentation** below.

Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico, or a foreign income tax return. Also include a copy of ALL 2008 W-2's. If you did not keep a copy of your tax return, request a copy from your tax preparer or contact the Internal Revenue Service (IRS) at 800.829.1040 for a transcript.

**DO NOT LEAVE ANY ITEM BLANK!** If it does not pertain to you and your situation, please put "N/A" or "0".

	Student Check which applies to you		Required Documentation		Parent Check which applies to you	
€			Signed copy of 2008 tax returns & all 2008 W-2's attached.	€		
€	<b>Employer 1:</b> <input style="width: 80px;" type="text"/>	<b>Income:</b> <input style="width: 50px;" type="text"/>	Did not and are not required to file 2008 US Income Taxes. If you or your parent(s) did not file, please list the following information under your heading item: Employer and Income Amount. (Attach all 2008 W2(s) if applicable).	€	<b>Employer 1:</b> <input style="width: 80px;" type="text"/>	<b>Amount:</b> <input style="width: 50px;" type="text"/>
	<b>Employer 2:</b> <input style="width: 80px;" type="text"/>	<b>Income:</b> <input style="width: 50px;" type="text"/>			<b>Employer 2:</b> <input style="width: 80px;" type="text"/>	<b>Amount:</b> <input style="width: 50px;" type="text"/>

Both tax filers & non-tax filers must list any untaxed income received in 2008. Enter "N/A" or "0" if no funds received.

Student Write in amounts or "N/A" or "0" if not Applicable	Required Information	Parent Write in amounts or "N/A" or "0" if not Applicable
<input style="width: 95%;" type="text"/>	Child support received for all children. Do not include foster care or adoption payments.	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	Worker's Compensation	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	Untaxed Pensions	<input style="width: 95%;" type="text"/>

### SIGNATURE SECTION

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete & correct..

Warning: If you purposely give false or misleading information, you may be fined, sentenced to jail, or both.