

2009-2010 Verification Worksheet

Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected for a review process called **verification**. In this process, our office will be comparing information from your FAFSA with the 2008 federal tax information you used to complete that application (per program rules 34 CRF, Part 668). If there are differences between your federal application and your tax information, our office will make the necessary corrections which could result in changes to the offered amounts of your financial aid.

Student Information

Last Name

First Name

M.I.

Social Security or St. Edward's ID Number

Tax Forms and Income Information

ALL TAX FILERS who included their income information on the Free Application for Federal Student Aid (FAFSA) **MUST SUBMIT THEIR W-2s ALONG WITH SIGNED COPIES OF THEIR 2008 FEDERAL INCOME TAX RETURNS** (this includes 2008 IRS Forms 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return) and this worksheet.

NON TAX FILERS who reported income from work on their FAFSA must submit documentation of their earnings, such as a W-2.

If you filed an extension, submit a copy of your extension form and a copy of your W-2s (and/or a statement of earnings if you are self-employed). If you did not keep a copy of your tax return, contact the Internal Revenue Service at 1-800-829-1040 and request a **tax return transcript** (not account transcript) or Letter 1722.

Family Size Confirmation (you must complete the grid below – do not leave it blank)

In this section, you'll verify the household size information you provided on your FAFSA. In the grid below, specify which family members you counted when you answered the household size question and also indicate which of those family members will be attending college in 2009-2010.

If you had to provide parent information on your FAFSA, make sure to include:

- yourself
- your parents
- your parents' other children if they will receive more than half of their support from your parents between July 1, 2009 through June 30, 2010
- other people who currently live with your parents if they receive and will continue to receive more than half of their support from your parents between July 1, 2009 through June 30, 2010

If you did not report any parent information on your FAFSA, include:

- yourself, and your spouse if you have one
- your children if they will receive more than half of their support from you between July 1, 2009 through June 30, 2010
- other people who currently live with you if they receive and will continue to receive more than half of their support from you between July 1, 2009 through June 30, 2010

Full Name	Age	Relationship	Attending college in 2009-2010? If so, what school?

YOU MUST ALSO COMPLETE AND SIGN THE BACK OF THIS WORKSHEET

Student W-2s, Signed Tax Forms, and Income Information (required for all)

You must submit a copy of your 2008 W-2s along with a **signed** copy of your 2008 Federal Income Tax Return (this includes 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, contact the Internal Revenue Service at 1-800-829-1040 and request a tax **return** transcript (not account transcript) or Letter 1722. Do **not** submit "Form 8453: U.S. Individual Income Tax Declaration for an IRS *e-file* Return". That form cannot be used for verification purposes.

IF YOU DID NOT FILE A TAX RETURN BUT EARNED INCOME IN 2008, list that income below and submit your W-2s:

Employer	2008 Amount

List the total of any other untaxed income or child support which you received during the 2008 calendar year below:

Sources of Untaxed Income	2008 Amount
Child Support Received	
Workman's Compensation	
Untaxed Pensions	

Others Sources of Untaxed Income	2008 Amount

Amount of child support you **paid** during 2008 calendar year as result of divorce, separation or legal requirement

Parent/Spouse W-2s, Signed Tax Forms, and Income Information (if included on the FAFSA)

If you included parent or spouse income information on your FAFSA, you must submit a copy of their 2008 W-2s along with a **signed** copy of their 2008 Federal Income Tax Return (this includes the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return). If they did not keep a copy of their tax return, have them contact the Internal Revenue Service at 1-800-829-1040 and request a tax **return** transcript (not account transcript) or Letter 1722. Do **not** submit "Form 8453: U.S. Individual Income Tax Declaration for an IRS *e-file* Return". That form cannot be used for verification purposes.

IF YOUR PARENT DID NOT FILE A TAX RETURN BUT EARNED INCOME IN 2008, list that income below and submit their W-2s:

Employer	2008 Amount

List the total of any other untaxed income or child support your parents/spouse received during the 2008 calendar year below:

Sources of Untaxed Income	2008 Amount
Child Support Received	
Workman's Compensation	
Untaxed Pensions	

Others Sources of Untaxed Income	2008 Amount

Amount of child support parent **paid** during 2008 calendar year as result of divorce, separation or legal requirement

Sign This Worksheet and Attach Your W-2s and Signed Tax Forms

By signing this worksheet, you are certifying that all the information reported on this form is complete and correct: