



2011-2012 Verification Worksheet Federal Student Aid Programs

Your application was selected for review in a process called “Verification.” In this process, the school will be comparing information from your application with signed copies of your (and your spouse’s, if you are married) 2010 Federal tax returns, or with W-2s 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 the school may need to make corrections.

Complete this verification form and submit it to your financial aid counselor as soon as possible so that your financial aid won’t be delayed. The financial aid office 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 counselor 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 counselor.
5. Your financial aid counselor will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or the school may need to make corrections.

A. Student Information

Last name	First name	M.I	Student ID
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, include:

- Yourself and your spouse if you have one; and
- Your children, if you will provide **more than half of their support** from July 1, 2011 through June 30, 2012, 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, 2011 through June 30, 2012.

Write the names of all household members in the space(s) below. Also write the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. Also, include any child that will be born during July 1, 2011 and June 30, 2012. If you need more space, attach a separate page.

Full name	Age	Relationship	College
Martha Jones (Example)	24	Wife	City University
		Self	GCSC

Name _____

Student ID _____

Student's Information	2010 Additional Financial Information	Spouse's Information
	a. Education Credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31.	
	b. Child Support PAID because of divorce or separation or as a result of a legal requirement. Don't include support for children <i>included</i> in your (and your spouse's) household, as reported in question 93	
	c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need based employment portions of fellowships and assistantships.	
	d. Grants and scholarship aid reported to the IRS in your (and your spouse's) adjusted gross income . Includes AmeriCorps benefits (awards, living allowances and interest accrual payments) as well as grant and scholarship portions of fellowships and assistantships.	
	e. Combat pay or special combat pay. Only enter the amount that was taxable and included in your (and your spouse's) adjusted gross income. Do not include untaxed combat pay reported on the W-2 (box 12, code Q)	
	Untaxed Income	
	a. Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on the W-2 Forms, in Boxes 12a through 12d, codes D, E, F, G, H and S.	
	b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040-line 28 plus line 32 or 1040A-line 17.	
	c. Child support RECEIVED for all your (and your spouse's) children. Don't include foster care or adoption payments	
	d. Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b.	
	e. Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b). Exclude Rollovers. If negative, enter a zero here	
	f. Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A lines (12a minus 12b) Exclude rollovers. If negative, enter a zero here.	
	g. Housing, food and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits) Don't include the value of on-base military housing or of a basic military allowance for housing.	
	h. Veterans non-educational benefits such as Disability, Death Pensions, or Dependency & Indemnity Compensations (DIC) and/or VA Educational Work Study Allowances.	
	i. Other untaxed income not reported in items 92a through 92h, such as workers' compensation, disability, etc. Also include the Making Work Pay credit (Form 1040-line 63, 1040A-line 40 & the First-time Homebuyers Tax credit (Form 1040-line 67). Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, SSI, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	
	j. Money received, or paid on your behalf (e.g. bills) not reported elsewhere on this form.	

Did you (or your spouse) receive Social Security Income in 2010? Yes/No

Student amount _____

Spouse amount _____

Sign this Worksheet

By signing this form, the student certifies that all the information reported on it is complete and correct.

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

Student _____

Date _____