

## 2009-2010 Verification Worksheet Federal Student Aid Programs

Your application has been selected by the U.S. Dept. of Education for review in a process called "verification." In this process, we are required by federal law (34 CFR, Part 668) to compare the information provided on your FAFSA with signed copies of your 2008 federal tax forms (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes), and other documents where applicable. If there are differences between your application and the documents you have submitted, corrections may be required. **We will not process your financial aid until the verification process has been completed. Please provide the required documents as soon as possible.**

**What you must do:**

1. Collect your (and your spouse's or parents') financial documents- federal income tax forms, W-2, etc. Make copies. Sign the copies.
2. **Complete all sections and sign this worksheet-** your parent must also sign if you are required to provide their income information.
3. Contact us if you have questions about completing this worksheet.
4. Bring or mail the completed worksheet, tax forms, and any other supporting documents to our office.
5. We will compare the information on these documents and advise you about any corrections which may be necessary.

**A. Student Information**

**Deadline: Immediately**

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Social Security Number</b>	
<b>Address (include apt.#)</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Date of Birth</b>	<b>E-mail address</b>		<b>Phone Number (include area code)</b>	

**B. Family Information**

**Independent Students:** List the people in your household. Include: (a) yourself, and your spouse if you have one; and (b) your children, if you will provide more than half of their financial support from July 1, 2009 through June 30, 2010. (c) other people *if they now live with you, and you provide more than half of their financial support and will continue to provide more than half of their financial support from July 1, 2009 through June 30, 2010.*

**Dependent Students:** List the people in your parents' household. Include: (a) yourself, and your parent(s) (including stepparent) even if you don't live with your parents; (b) your parents' other children, even if they don't live with your parent(s), if (1) your parents provide more than half of their financial support from July 1, 2009 through June 30, 2010, or (2) the children would be required to provide parental information when applying for Federal student aid; (c) other people *if they now live with your parents, and your parents provide more than half of their financial support and will continue to provide more than half of their financial support from July 1, 2009 through June 30, 2010.*

**Write the names of all household members.** Also write in the name of the **college** for any family member, *excluding your parent(s)*, who will be attending college at least half-time (6 or more credits) 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
Example: Martha Jones	24	Wife	Adelphi University
		Self	Adelphi University

