

## 2010-2011 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 2009 federal tax forms (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes), W-2s 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**

Last Name	First Name	M.I.	Social Security Number	
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Address (include apt.#)	City	State	Zip Code
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Date of Birth	E-mail address	Phone Number (include area code)
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**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, 2010 through June 30, 2011**. (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, 2010 through June 30, 2011*.

**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, 2010 through June 30, 2011**, 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, 2010 through June 30, 2011*.

**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, 2010 and June 30, 2011**, 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

C. Tax Forms and Income Information (all applicants)

1. Check the appropriate box below. Tax returns include the 2009 IRS Form 1040, 1040A, 104EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request a 4506T form from the Internal Revenue Service.

**YOU MUST CHECK ONE BOX FOR YOU THE STUDENT, ONE BOX FOR A PARENT (IF A DEPENDENT STUDENT), AND ONE BOX FOR THE STUDENT'S SPOUSE (IF MARRIED)**

Parent   Student   Student's Spouse

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check here if you are attaching a signed copy of your tax return.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check here if you did not file a Tax Return but earned wages during 2009. Indicate amount \$ _____ <b>Attach all W-2 forms.</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check here if you will not file and are not required to file a 2009 U.S. Income Tax Return.                                     |

2. **Both** tax filers and non-tax filers must list any untaxed income received in 2009. Be sure to enter zeros if no funds were received. See questions number 45 & 93 on the FAFSA for a complete list of untaxed items you are required to report.

Student (spouse)	Calendar Year 2009	Parent(s) (step parent)
<b>Additional Financial Information FAFSA Questions 44 &amp; 92</b>		
\$	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A line 31	\$
\$	Child support <b>paid</b> because of divorce or separation	\$
\$	Taxable Earnings from need based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	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- taxable portion included in Adjusted Gross Income	\$
<b>Other Sources of 2009 Untaxed Income FAFSA Questions 45 &amp; 93</b>		
\$	Child support <b>received</b> for all children. Don't include foster care or adoption payments.	\$
\$	Housing, food, & other living allowances paid to members of the military, clergy & others (including cash payments and cash value of benefits).	\$
\$	Other: (please list source of untaxed income such as workmen's compensation, disability, untaxed pensions, etc.)	\$
\$	Veterans non-education benefits.	\$
\$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$ XXXXXXXXXXXXXXXX

Do Not Leave Blanks

Do Not Leave Blanks

D. **Signatures**

**Deadline: Immediately**

By signing this worksheet, you are certifying that all the information reported on this worksheet is complete and correct. You are also giving permission to Adelphi University to make any changes to your Free Application for Federal Student Aid. If dependent, at least one parent must sign. **WARNING:** if you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parental Signature (Dependent Student Only)

Date \_\_\_\_\_

Date \_\_\_\_\_

Return to: Adelphi University, Office of Student Financial Services, 1 South Ave., Garden City, NY 11530