



# 2011-2012 Verification Worksheet

## Federal Student Aid Programs

U.S. Department  
of Education

**INDEPENDENT**

### What you should do:

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your spouse's if you are married) 2010 Federal tax forms, or with W-2 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 your school may need to make corrections electronically or by using your Student Aid Report (SAR).

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator 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 administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

### A. Student Information

Last Name	First Name	M.I.	Student Social Security Number
Address			ABAC ID Number
City	State	Zip	Date of Birth

### B. Family Information

List the people in *your household*, including:

- 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 in 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. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Missy Jones</i> (example)	<i>24</i>	<i>Wife</i>	<i>City University</i>
		Self	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0410. The time required to complete this information collection is estimated to average twelve minutes, including the time to review instructions, search existing data resources, gather the data needed, and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.

Student's Name \_\_\_\_\_  
 ABAC ID Number 9 1 8 - \_\_\_\_\_ - \_\_\_\_\_

**2011-2012**

**C. Student's Tax Forms and Income Information** (all applicants)

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Check only one box below. Tax forms include the 2010 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 the tax form, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information. **ALL TAX FORMS MUST BE SIGNED.**

- Check here if you are attaching a **signed** copy of your Federal tax return.
- Check here if you will not file and are not required to file a 2010 U. S. Income Tax Return.

If you did not file and are not required to file a 2010 Federal income tax return, list below you employer(s) and any income received in 2010 (use the W-2 form or other earnings statement if available).

Sources	2010 Income
	\$
	\$
	\$

**D. Spouse's Tax Forms and Income Information (if student is married)** (Write student's ABAC ID # on all forms)

Check only one box below. Tax forms include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax form, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information. **ALL TAX FORMS MUST BE SIGNED.**

- Check here if you are attaching a **signed** copy of your and your spouse's joint Federal tax return.
- Check here and attach a copy of spouse's **signed** Federal tax return if your spouse filed a separate return.
- Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.

If your spouse did not file and is not required to file a 2010 Federal income tax return, list below your spouse's employer(s) and any income received in 2010 (use the W-2 form or other earnings statement if available).

Sources	2010 Income
	\$
	\$
	\$

**E. Student & Parents Other Untaxed Income – DO NOT LEAVE BLANK**

Both Tax Filers and non-tax filers must list any untaxed income received in 2010. Be sure to enter zeros if no funds were received.

Student	Calendar Year 2010	Spouse
\$	Payments to tax-deferred pensions and saving plans (paid directly or withheld from earnings) as reported on W-2 Form Box 12, code D, E, F, G, H and S.	\$
\$	Child support received for all children. Don't include foster care.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	Workers' Compensation	\$
\$	Veterans' non-education benefits, such as Death Pension or Dependency & Indemnity Compensation (DIC).	\$
\$	Any other untaxed income and benefits, such as VA educational Work-Study allowances, untaxed portions of Railroad Retirement Benefits, Refugee Assistance, etc. Don't include student aid, Workforce Investment Act benefits, or benefits from spending arrangements, e.g., cafeteria plans.	\$
\$	Cash or any money paid on your behalf, not reported elsewhere on this form.	\$

**F. Sign This Worksheet**

Each person signing this form certifies that all information reported on it is complete and correct. If married, spouse's signature is optional.

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

Student \_\_\_\_\_

Date \_\_\_\_\_

Spouse \_\_\_\_\_

Date \_\_\_\_\_