2011-12 Verification Worksheet
Federal Student Aid Programs

Your FAFSA was selected for review in a process called Verification. In this process, your school will be comparing information from your FAFSA with signed copies of your (and your spouse's if you are married, or your parent's if you are dependent) 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. Your school is required to make corrections if there are differences between your FAFSA information and your financial documents.

Complete this verification worksheet and submit it, along with other required documents, to the financial aid office as soon as possible to avoid a delay in processing your financial aid. If you need help, contact the financial aid office at your school.

What you should do

1. Collect your (and your spouse's or parent's if necessary) **2010 Federal 1040, 1040A or 1040EZ**.
2. **Complete** and **sign** this worksheet. **Do not leave spaces blank.**
3. Submit this completed **signed** worksheet, **signed** copies of tax forms and any other requested documents to the financial aid office.
4. Your financial aid office will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA and submit changes if necessary. **You should NOT submit FAFSA changes yourself after Verification is complete.**

Your school must review the requested information under the financial aid program rules (34 CFR, Part 668) and submit corrections if necessary.

A. Student Information

Last Name _____ First Name _____ MI _____

Address (include apt. #) _____

City _____ State _____ Zip Code _____

Student ID Number _____

Social Security Number _____

Date of Birth _____

Phone Number (include area code) _____

Follow the **Dependent Student** *instructions if you* ***WERE REQUIRED*** *to include parent data on your* ***FAFSA****.*
Follow the **Independent Student** *instructions if you* ***WERE NOT REQUIRED*** *to include parent data on your* ***FAFSA.***

B. Family Information

Write the names of all household members* in the section below. **LIST YOURSELF FIRST!** Also write in the college name for any family member, excluding your parent, who will attend college at least half time between July 1, 2011 and June 30, 2012, and will be enrolled in a financial aid eligible program. If you need more space, attach a separate page.

Independent Student: List the people in **your household**. Include yourself, 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. Include other people **only** 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.

Dependent Student: List the people in your **parent's household.** Include yourself, your parent/stepparent (even if you don't live with them), and your parent/stepparent's children who live with them. Include parent/stepparent's other children who do not live with them **if** your parent/stepparent will provide more than half of their support from July 1, 2011 through June 30, 2012 or **if** the children would be required to give parental information when applying for federal student aid. List any other people who now live in your parent/ step-parent's household **if** your parent/stepparent provides 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.

Full Name	Age	Relationship	College
(example) Missy Jones	*24*	*Wife*	*City University*
		SELF	***KCTCS***

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C. Tax Forms and Income Information

☐ **Tax return filed.** I am submitting a **signed** copy of the **2010 Federal Income Tax Return** to the financial aid office for the appropriate members of my household.

***Independent Students*:** You **must** provide a **signed copy** of your 2010 Federal 1040, 1040A or 1040EZ and/or other income information requested to the financial aid office for you **and** your spouse if you are currently married, even if you were not married when you filed taxes or filed separately.

***Dependent Students*:** You **must** provide a **signed copy** of your 2010 Federal 1040, 1040A or 1040EZ and/or other income information requested to the financial aid office for you **and** your parent/stepparent.

☐ **No tax return filed.** I am completing the boxes below for the appropriate members of my household.

	No, I will NOT file a return	Report the 2010 income earned from working below. Refer to Form W-2s if necessary.	Report any untaxed income received and the source of the income.		
Student		**$**	**Source**		**$**
Spouse		**$**	**Source**		**$**
Parent		**$**	**Source**		**$**

D. Other Required Information

☐ Yes ☐ No In 2009 or 2010, did you or any member of your household receive SSI, Food Stamps, Free or Reduced Price Lunch, TANF or WIC?

☐ Yes ☐ No As of today, are you or any member of your household a "dislocated worker?" Dislocated worker status includes an actual layoff or a layoff notice (usually with unemployment benefits), or a self-employed person now unemployed due to economic conditions or natural disaster. A person who quits work voluntarily, even if unemployment benefits are received, is not considered a "dislocated worker."

☐ Yes ☐ No Did you or anyone in your household ***receive*** any Child Support during 2010?

$_____ If so, list the total amount of Child Support received during 2010.

☐ Yes ☐ No Did you or anyone in your household ***pay*** any Child Support during 2010?

$_____ If so, list the total amount of Child Support paid during 2010 and the recipient(s) name.

_____

E. Sign this Worksheet

Each person signing this worksheet certifies that all information reported on it is complete and correct. If student is dependent, at least one parent must sign.

Your financial aid cannot be processed until the financial aid office receives the required Verification documents. Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668), and submit corrections if necessary.

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

_____ _____

Student's Signature Date Parent's Signature (Dependent Students Only) Date

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