

**INDEPENDENT QUALITY ASSURANCE VERIFICATION FORM**

**2009-2010**

**A. Student Information**

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|------------------|-------------------|--------------------|
| <b>Last Name</b> | <b>First Name</b> | <b>UWG ID#/SSN</b> |
|------------------|-------------------|--------------------|

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|----------------------|-----------------------------------------|
| <b>Date of Birth</b> | <b>Phone Number (Include area code)</b> |
|----------------------|-----------------------------------------|

**Address (include apt. number)**

|             |              |                 |
|-------------|--------------|-----------------|
| <b>City</b> | <b>State</b> | <b>Zip Code</b> |
|-------------|--------------|-----------------|

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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) 2008 Federal tax forms, 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).

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.

**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 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 Page Two**

**B. Student's Tax Forms**

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Check only one box below. **Tax returns include the 2008 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 your tax return, request a copy from your tax preparer or request a tax transcript from the IRS by calling 1-800-829-1040.

- Check here if you are attaching a **signed** copy of your tax return and a copy of your 2008 W-2's.
- Check here if you worked but are not required to file taxes. Please attach a copy of your 2008 W-2's.
- Check here if you did not work and are not required to file a 2008 tax return.

**C. Spouse's Tax Forms**

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Check only one box below. **Tax returns include the 2008 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 your tax return, request a copy from your tax preparer or request a tax transcript from the IRS by calling 1-800-829-1040.

- Check here if you are attaching a **signed** copy of your tax return and a copy of your 2008 W-2's.
- Check here if you worked but are not required to file taxes. Please attach a copy of your 2008 W-2's.
- Check here if you did not work and are not required to file a 2008 tax return.

**D. Sign this worksheet**

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Each person signing this form certifies that all the 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, sentenced to jail, or both.**

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**Student** **Date**

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**Spouse (Optional)** **Date**

*Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school. Do not forget to sign your tax forms.*

**Financial Aid requests 24 hour posting/processing period before confirming receipt of faxed documents.**