



2009-2010 Verification Worksheet

Federal Student Aid Programs

INDEPENDENT

Form Approved
OMB NO. 1845-004

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, W-2's 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.

A. Student Information

Last Name	First Name	M.I.	UWG ID#/Social Security Number
Address (include apt. no.)			Date of Birth
City	State	ZIP Code	Phone Number (Include Area Code)

B. Family Information

List the people in your household, including:

- Yourself (and spouse if married).
- Your children; **if** you will provide more than half of their support from July 1, 2009 through June 30, 2010, 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, 2009 through June 30, 2010

Write the names of all household members in the space below. Also write in the name of the college for any household member who will be attending at least half time between July 1, 2009 and June 30, 2010 and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	College

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 1845-0041. 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 complete 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: US Department of Education, Washington, DC 20202-5345.

C. 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.

D. Spouse's Tax Forms

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.

E. Student's (and spouse if married) Additional Income Information

- a. Child support received for all children. Don't include foster care or adoption payments. \$ _____
- b. Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). \$ _____
- c. Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. \$ _____
- d. Other untaxed income not reported, such as workers' compensation, disability, etc. **Don't include** student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels. \$ _____
- e. Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. \$ _____

F. Sign this worksheet

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.

Student **Date**

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 a 24 hour posting/processing period before confirming receipt of faxed documents