

2009-2010 Verification Worksheet

Federal Student Aid Programs

Your application was 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 from your application with the information provided on this form and with signed copies of your **2008** federal tax forms (and your spouse’s if you are married, or parents’ if you are considered dependent for federal aid purposes). If there are differences between your application and the documents you’ve submitted, corrections may need to be made. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

What you should do:

1. Collect your (and your spouse’s or parents’) financial documents (signed Federal income tax forms, W-2, etc.).
2. **Complete the sections and sign the worksheet** - you (and your parent 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 documents to our office.
5. We will compare the information on these documents and make corrections if necessary.

A. Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>LSU ID or Social Security Number</i>	
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>E-mail Address</i>		<i>Phone Number (include area code)</i>	

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 support from July 1, 2009 through June 30, 2010; and (c) 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.
- 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; and (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 support from July 1, 2009 through June 30, 2010, or (2) the children would be required to provide parental information when applying for Federal student aid; and (c) other people if they now live with your parents, and your parents 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. 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 between July 1, 2009 and June 30, 2010, 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>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		Self	

C. Tax Forms and Income Information

1. Student Spouse Parent(s)

a. I did file, or will file a tax return.

All tax filers must submit a signed copy of all 2008 Federal Income Tax returns which include the 2008 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return for those people checked above:

If you did not keep a copy, call the IRS at 1-800-829-1040. Press "2- Refund or Personal Tax Account" then Press "2 - Personal Tax Account", follow the instructions until given the option to select a " tax return transcript" then follow the instructions.

Check here if you are attaching a signed copy of your tax return Check here if a signed tax return will be submitted by _____ (date)

b. I am not required to file a tax return

If you, or any of the people who checked above, did not file and are not required to file a 2008 Federal Income Tax return, list below your employer(s) and any income received in 2008 (use the W-2 form or other earnings statements if available). If you did not earn anything in 2008, please write "none" in the applicable columns.

Name of Employer	Student Amount	Spouse or Parent(s) Amount

2. **Both tax filers and non-tax filers must list any untaxed income received in 2008. Be sure to enter zeros if no funds were received. Failure to complete this section will delay the processing of your financial aid.**

Student (spouse)	Calendar Year 2008	Parent(s) (step-parent)
	2008 Additional Financial Information:	
\$	Child Support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parent's) household, as reported in question 96 (or question 75 for your parents).	\$
\$	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 or special combat pay. Only enter the amount that was taxable & included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$
	2008 Untaxed Income:	
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a - 12d, codes D, E, F, G, H, and S. Include untaxed portions of 401(k) and 403(b) plans.	\$
\$	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).	\$
\$	Veterans' non-education benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.	\$
\$	Any other untaxed income or benefits, not reported elsewhere, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don't include student aid, WIA educational benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans.	\$
\$	Cash or any money paid on your behalf (bills), not reported elsewhere on this form.	\$XXXXXXXX

D. Sign This Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____ Date _____
_____ Date _____

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