

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. You must submit a signed copy of your spouse’s taxes if you are married or your parent’s signed taxes if you are considered a dependent student. 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** 2008 Federal income tax forms, W-2, etc.).
2. Complete 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. Submit by mail, fax, or in person 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>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 parents) 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: Missy Jones</i>	<i>18</i>	<i>Sister</i>	<i>BRCC</i>
		Self	

## C. Tax Forms and Income Information

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

- You                       Your spouse                       Your father (step)                       Your mother (step)

*If you did not keep a copy, call the IRS at 1-800-829-1040 to request an official tax transcript and wage statement. Press 2 (Personal Tax Account), Press 2 (Personal Tax Account), Enter your tax payer ID number (SSN, ITIN, EIN), Press 3 (Transcripts), Enter the numbers in your street address, Press 2 (Transcripts), then enter the year of the return you are requesting (i.e. 2008).*

Check the box for those people who did not and are not required to file a 2008 Federal Income Tax Return. List below your employer(s) and any income received in 2008 (use W-2 forms or other earning statements).

- You                       Your spouse                       Your father (step)                       Your mother (step)

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

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.** (Please refer to the 2008 Untaxed Income Worksheet on your Free Application for Federal Student Aid). Failure to complete this section will delay the processing of your financial aid.

Student (spouse)	Calendar Year 2008	Parent(s) (step-parent)
	<b>2008 Untaxed Income:</b>	
\$	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 or adoption payments	\$
\$	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. Tax filers only: report combat pay not included in AGI (FAFSA questions 35 & 73) Don't include student aid, WIA educational benefits, combat pay if you are not a tax filer, 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.	<b>\$XXXXXXXX</b>

## 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.

\_\_\_\_\_  
Student's Signature                      Date \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature (Dependent Students Only)                      Date \_\_\_\_\_