



## 2009 – 2010 VERIFICATION WORKSHEET for DEPENDENT STUDENTS

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 parent(s) **2008 Federal tax forms (1040, 1040A, or 1040EZ)**, or with W-2 forms or other financial documents. Federal regulations state 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, we may send corrections electronically to have your information reprocessed. Complete the verification process as soon as possible so your financial aid won’t be delayed.

### INSTRUCTIONS AND CHECK LIST

What You Should Do	Check That Each Step is Complete
1. Collect your & your parent(s) <b>signed 2008 federal income tax returns (1040, 1040A or 1040EZ) or 2008 W-2 forms if you earned wages and did not file taxes.</b> Even if your taxes were submitted online or prepared by someone else <b>please sign</b> the tax returns.	<input type="checkbox"/>
2. Complete and <b>sign</b> this worksheet – <b>both you and one parent.</b> <b>Do not leave Section “D” on the back page blank. Please use “0” if there are no applicable figures for this section.</b>	<input type="checkbox"/>
3. Submit the completed <b>and signed</b> worksheet and <b>signed</b> copies of <b>2008 federal tax returns</b> and/or 2008 W-2 forms to our office. <b>Mailing address*</b> : Student Financial Assistance, 1906 College Heights Blvd. #11018, Bowling Green, KY 42101-1018. <b>FAX:</b> 270.745.6586 For more information visit our web site at <a href="http://www.wku.edu/Info/FinAid/verification.htm">www.wku.edu/Info/FinAid/verification.htm</a> <b>*Do not send information by Certified Mail as this delays delivery to our office.*</b>	<input type="checkbox"/>

*\*Your school must review the requested information under the financial aid program rules (CFR Title 34, Part 668).*

#### A. STUDENT INFORMATION

Last Name	First Name	M. I.	Student Social Security Number <i>(not WKU ID)</i>
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

#### B. FAMILY INFORMATION

List the people that your parent(s) will support between July 1, 2009 and June 30, 2010. **Include yourself, your parent(s) [step-parent], siblings, and others who live with your parent(s) and for whom your parent(s) will provide more than half of their support.** Also, provide the name of the college for anyone listed, **excluding your parents, who will be attending at least half time** between July 1, 2009 and June 30, 2010, and will be enrolled in a degree or certificate program. Attach a separate page, if needed.

Full Name	Age	Relationship	College
		Self	WKU
		Mother or Step-mother	
		Father or Step-father	

**C. TAX FORMS AND INCOME INFORMATION**

**Note:** Tax filers must include a **signed** copy of the **2008 IRS Form 1040, 1040A, or 1040EZ**, a tax return from Puerto Rico or a foreign income tax return. **If you do not have a copy of the tax return**, you can request a **Tax Return Transcript** by calling the IRS at 1-800-829-1040. **Forms 8453 or 8879 are not acceptable.**

Did you (student) file a **2008** Federal Tax Return? \_\_\_ Yes \_\_\_ No If yes, attach a **signed copy** of your tax return .  
 If no, did you receive a W-2 from any employer? \_\_\_ Yes \_\_\_ No If yes, attach a copy of your 2008 W-2(s).

Did your parent(s) file a **2008** Federal Tax Return? \_\_\_ Yes \_\_\_ No If yes, attach a **signed copy** of the tax return.  
 If no, did your parent(s) receive a W-2 from any employer? \_\_\_ Yes \_\_\_ No If yes, attach a copy of their 2008 W-2(s).

If you and/or your parents **DID NOT** file a tax return, please complete the following:

<b>Income earned from work: Use the W-2 or other earnings statements (Non-tax filers only)</b>		
Employer(s)	Student Amount	Parent Amount
	\$	\$
	\$	\$
	\$	\$

**D. STUDENT AND PARENT ADDITIONAL FINANCIAL AND UNTAXED INCOME INFORMATION**

\*\* (See your Student Aid Report (SAR) Questions 46 & 47 for student and Questions 94 & 95 for parents) \*\*

\*\*\* **BE SURE TO ENTER ZEROS IF NO FUNDS WERE RECEIVED** \*\*\*

STUDENT	List <b>YEARLY TOTALS</b> for 2008	PARENT(S)
\$	Child Support <b>PAID</b> because of divorce or separation or as the result of a legal requirement. <b>Do not include support for children listed in your household in Section B of this form. You MUST list the names of those children for whom you pay child support. Not including the names WILL DELAY the verification process.</b>	\$
\$	Student's taxable earnings from <b>Federal Work-Study</b> . <u>If you were not employed by WKU, please list the name of the college where you were employed.</u>	\$
\$	Combat pay or special combat pay. <b>Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q)</b>	\$
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on <b>the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.</b>	\$
\$	Child support <b>RECEIVED</b> for all children in the household. <b>Do not include foster care or adoption payments.</b>	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and other (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.	\$
\$	Other Untaxed Income such as worker's compensation, disability, etc. <b>Please specify _____</b> <b>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.</b>	\$
\$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on the FAFSA. <b>Do not report any support received from your parents.</b>	XXXXXXXX

**E. SIGN THIS WORKSHEET: STUDENT AND AT LEAST ONE PARENT MUST SIGN**

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct.

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

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

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_