



2009-2010 Verification Worksheet

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Please return to:

Office of Student Financial Assistance • 1701 S. Broadway • Pittsburg, KS 66762-7534
Phone: (620) 235-4240 • (800) 854-7488

Name _____

Student ID# _____

Your application was selected by the U.S. Department of Education and/or Pittsburg State University 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 and your parents’ 2008 federal tax forms. 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.**

SECTION A – FAMILY SIZE INFORMATION

List all people your parents support now and through June 30, 2010. **PLEASE INCLUDE:**

- Yourself
- Your Parent(s)/Step-Parent
- Your Parent(s) Children—if your parent(s) provide more than half of their support
- Others in your parent(s) household—if they now live with your parents, they receive more than half of their support* from your parents and will continue to do so from July 1, 2009 through June 30, 2010.

*Support includes money, gifts, loans, housing, food, clothes, medical/dental care, etc.

Write the names, ages, and your relationship to all members of your parent(s) household. Also, include the name of the college for any family member, other than your parent(s), who will attend college at least half time between July 1, 2009 and June 30, 2010, and will be enrolled in a degree, diploma, or certificate program. **(DO NOT include the name of college for family members who will be in high school during the 2009-2010 academic year, and also taking college courses.)**

Full Name	Age	Relationship	College
		Self	Pittsburg State University

SECTION B – STUDENT TAX FORMS AND INCOME INFORMATION

Did YOU file a Federal Income Tax return for 2008? **YES** **NO**

If **YES**, YOU must submit a signed copy of your 2008 Federal Income Tax return, and any supporting schedules. (This would 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, call the IRS at 1-800-829-1040; press #2 (Refund, Payment or Account); then press #2 (Payment or Account), and follow the instructions until given the option to select “Tax Return Transcript”. Continue following instructions.

If **NO**, list below the names of YOUR employer(s) and any income received in 2008. Use and submit W-2 forms or other earnings statements.

Name of Student’s Employer	Amount of Earnings

SECTION C – PARENT TAX FORMS AND INCOME INFORMATION

Did YOUR parent(s) file a Federal Income Tax return for 2008? **YES** **NO**

If **YES**, your PARENT(S)/STEP-PARENT(S) must submit a signed copy of their 2008 Federal Income Tax return(s) (2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico, or a foreign income tax return), W-2 statement(s), and other supporting schedules. If they did not keep a copy of their tax return(s), have them call the IRS per instructions given in Section B.

Student Name _____ PSU ID No. _____

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If **NO**, list below the names of your parent(s)' and/or step-parent(s)' employer(s) and any income received in 2008. Use and submit W-2 forms or other earnings statements.

Name of Parent(s) Employer(s)	Amount of Earnings

SECTION D – ADDITIONAL AND UNTAXED INCOME INFORMATION

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.** Students refer to questions 46 & 47 in Step Two of the Free Application for Federal Student Aid (FAFSA); and parents need to reference questions 94 & 95 in Step Four of the FAFSA. Failure to complete this section will delay the processing of your financial aid.

Student	Calendar Year 2008	Parent
ANNUAL AMOUNT	ADDITIONAL FINANCIAL INFORMATION <i>Student – Question 46</i> <i>Parent – Question 94</i>	ANNUAL AMOUNT
\$	Child support paid because of divorce or separation or as a result of a legal requirement. (Do not include support for children living in your household.)	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study, and need-based employment portions of fellowships and assistantships. (If unsure, check with your employer.)	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Combat pay is reported on the W-2 in Box 12, Code Q.	\$
ANNUAL AMOUNT	UNTAXED INCOME INFORMATION <i>Student – Question 47</i> <i>Parent – Question 95</i>	ANNUAL AMOUNT
\$	Child support received for all children. DO NOT 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).	\$
\$	Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported, such as workers' compensation, disability, etc. DO NOT include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if you are not a tax filer), benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received or paid on your behalf (e.g. bills) not reported elsewhere on this form.	XXXXXXXX

SECTION E – SIGN THIS WORKSHEET

By signing this worksheet, I certify that all the information reported to qualify for Federal Student Aid is complete and accurate. I understand that if I purposely give false or misleading information, I may be fined, sentenced to prison, or both.

Remember: We cannot process your financial aid without submission of ALL verification documents, including this form, and all applicable 2008 Federal Income Tax documents including W-2 statements.

Student Signature

Date

Parent Signature

Date