



U.S. Department of Education

# 2008-2009 Verification Worksheet Federal Student Aid Programs

Independent

FORM APPROVED  
OMB NO. 1845-0041

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) 2007 Federal tax forms, or with 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.

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.

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

### 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, 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 on your application. The school will make any necessary corrections to verified items of your application on your behalf.

**No aid will be awarded until the verification process as outlined on this worksheet is complete. Any delay can cause the loss of eligibility for limited aid sources. Failure to complete verification prior to your last day of enrollment can result in total loss of aid eligibility.**

## A. Student Information

Check one:  Incoming Freshman or Transfer Student  Continuing Student or Graduate/Law Student

_____	_____	_____	_____
Last name	First name	M.I.	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, include:

- yourself, and your spouse if you have one, and
- your children, if you provide more than half of their support from July 1, 2008, through June 30, 2009, 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, 2008, through June 30, 2009.

Write the names of all household members. Also write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half-time between July 1, 2008, and June 30, 2009, 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
Missy Jones (example)	24	Wife	Central University
		Self	

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: U.S. Department of Education, Washington, DC 20202-5345.

## C. Student's Tax Forms and Income Information (all applicants)

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1. Check only one of the boxes below. Tax returns include the 2007 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 the tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that list tax account information.

- Check and attach signed tax return.  
 Check here if you will not file and are not required to file a 2007 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See worksheets A&B of the Free Application for Federal Student Aid (FAFSA))

Sources of Untaxed Income	2007 Amount	Sources of Untaxed Income	2007 Amount
a. Child Support	\$	d.	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Welfare (including TANF)	\$	f.	\$

3. If you did not file and are not required to file a 2007 Federal income tax return, list below your employer(s) and any income received in 2007 (use the W-2 form or other earnings statements if available).

Sources	2007 Amount
	\$
	\$
	\$

## D. Spouse's Tax Forms and Income Information (if student is married)

1. Check only one box below. Tax returns include the 2007 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or a copy of an Internal Revenue Service form that lists tax account information.

- Check if you and your spouse filed a joint return.  
 Check and attach signed tax return if your spouse filed a separate return.  
 Check if your spouse will not file and is not required to file a 2007 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See worksheets A & B of the Free Application for Federal Student Aid (FAFSA))

Sources of Untaxed Income	2007 Amount	Sources of Untaxed Income	2007 Amount
a. Child Support	\$	d.	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Welfare (including TANF)	\$	f.	\$

3. If your spouse did not file and are not required to file a 2007 Federal income tax return, list below your spouse's employer(s) and any income they received in 2007 (use the W-2 form or other earnings statements if available).

Sources	2007 Amount
	\$
	\$
	\$

## E. Sign this Worksheet

By signing this worksheet, I (we) certify 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, be sentenced to jail, or both.**

Student \_\_\_\_\_ Date \_\_\_\_\_

Spouse \_\_\_\_\_ Date \_\_\_\_\_

**Do not mail this worksheet to the U.S. Department of Education.  
Mail, fax, or take it to the University of Cincinnati.  
Make sure that tax forms are signed.**

**Student Financial Aid Office  
University of Cincinnati  
PO Box 210125  
Cincinnati, OH 45221-0125**

**fax: (513) 556-9171**

**One Stop Student Services  
220 University Pavilion**