



Delaware State University Office of Financial Aid  
 1200 North DuPont Highway • Dover DE 19901  
 Ph: 302-857-6250 • Fax: 302-857-6251  
 E-mail: faid@desu.edu • www.desu.edu

## 2010 - 2011 Verification Worksheet

Your application was selected for review in a process called "Verification." In this process, Delaware State University (DSU) will be comparing information from your FAFSA application with signed copies of your and your parent(s)/spouse's 2009 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 DSU may need to make corrections electronically or by using your Student Aid Report. Submit the completed worksheet, tax forms, and any other documents DSU requests to the financial aid office. **Dependent students** - include signed copies of 2009 federal income taxes and W2s for you and your parent(s). **Independent students** - include signed copies of 2009 federal income taxes and W2s for you and your spouse (if you are married).

### STEP 1 - STUDENT INFORMATION

Last Name	First Name	SS#	D ID#	Date of Birth
Permanent Mailing Address (include Apt #)		City	State	Zip
Home Phone (include area code)		Cell Phone (include area code)	E-mail Address	

### STEP 2 - FAMILY INFORMATION (attach an additional sheet if necessary)

**Dependent Students, include**

- Yourself
- Your parent(s) - **include step parents**
- Your parent(s)' other dependent children if a) your parent(s) will provide **more than 1/2** of their support from 07/01/10 - 06/31/11, or b) the children would be required to provide parental information when completing the FAFSA
- Other people who currently live in your parent(s) household **and** your parent(s) will provide **more than 1/2** of their support from 07/01/10 - 06/31/11.

**Independent\* Students, include**

- Yourself
- Your spouse (if you are married)
- Your children if you will provide **more than 1/2** of their support from 07/01/10 - 06/31/11
- Other people who currently live in your household **and** you will provide **more than 1/2** of their support from 07/01/2010 - 06/31/2011

\* **(To be independent, you must be able to answer "YES" to at least one FAFSA dependency status question.)**

FULL NAME	AGE	RELATIONSHIP	COLLEGE (IF ENROLLED 2010-2011)
		<i>Self</i>	<i>Delaware State University</i>

### STEP 3 - STUDENT TAX FORMS & INCOME INFORMATION - CALENDAR YEAR 2009

Are you or will you be required to file a 2009 Federal Income Tax Return?

       **YES** Attach a signed copy of your Federal Income Tax Return for 2009 and your W2s, skip ahead to STEP 4.

       **NO** Complete the table below and attach copies of all 2009 W2 forms, continue to STEP 4.

SOURCE OF 2009 UNTAXED INCOME	AMOUNT

## STEP 4- PARENT / SPOUSE TAX FORMS AND INCOME INFORMATION - CALENDAR YEAR 2009

**Dependent student's parent(s) or Independent student's spouse:**

Are you or will you be required to file a 2009 Federal Income Tax Return?

           **YES** Attach a **signed** copy of your Federal Income Tax Return for 2009 and your W2s, skip ahead to STEP 5.

           **NO** Complete the table below and attach copies of **all** 2009 W2 forms, continue to STEP 5.

SOURCE OF 2009 UNTAXED INCOME	AMOUNT

## STEP 5 - ADDITIONAL FINANCIAL INFORMATION - CALENDAR YEAR 2009

All information reported is for 2009. **DO NOT LEAVE ANY QUESTIONS BLANK.** Enter "N/A" if the question does not apply to you.

TYPE OF UNTAXED INCOME	STUDENT AMOUNT	PARENT/SPOUSE AMOUNT
Child support paid because of divorce or separation.		
Taxable earnings from Federal Work Study		
Student grant, scholarship and fellowships reported to the IRS in your adjusted gross income, including AmeriCorps.		
<b>Taxable</b> combat pay reported on the W2 (Box 12, Code Q)		
Coopertive education program earnings		

## STEP 6 - UNTAXED INCOME - CALENDAR YEAR 2009

All information reported is for 2009. **DO NOT LEAVE ANY QUESTIONS BLANK.** Enter "N/A" if the question does not apply to you.

TYPE OF UNTAXED INCOME	STUDENT AMOUNT	PARENT/SPOUSE AMOUNT
Payments to tax-deferred pension and savings plan (paid or directly withheld from earnings) including, but not limited to, amounts reported on the W2 form - boxes 12a - 12d, codes D, E, F, G, H, S		
Child support received for all children. <b>Exclude</b> adoption or foster care payments		
Housing, food and other living allowances paid to members of military, clergy and others (including cash payments and cash value of benefits). <b>Exclude</b> the value of on-base housing or the value of a basic military allowance for housing.		
Veterans noneducation benefits (Disability, Pension, DIC, etc.)		
Other untaxed income, such as Workers' Compensation. <b>Exclude</b> student aid, earned income credit, additional child tax credit, welfare, untaxed Social Security, SSI, combat pay, flexible spending accounts, 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. <b>If you received monetary or financial support from others in 2009, you must report it here.</b>		

## STEP 7 - CERTIFICATION

Each person signing this form certifies that all the information reported on it is complete and correct. For dependent students, at least one parent must sign. For independent students, a spouse's signature is optional.

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

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

\_\_\_\_\_  
Parent / Spouse Date

*Return this worksheet to:*  
**Delaware State University Office Financial Aid**  
**1200 N DuPont Highway**  
**Dover DE 19901 - Fax: 302-857-6251**