

**DELAWARE STATE UNIVERSITY OFFICE OF FINANCIAL AID  
2009-2010**

**VERIFICATION WORKSHEET**

Your application was selected for a process called "Verification." In this process, your Financial Aid Officer will compare information from your Free Application for Federal Student Aid (FAFSA) with signed copies of you and your parent(s) or spouse's 2008 federal tax form, all W-2 forms with all other financial documents. The law states we have the right to ask you for this information before awarding Federal Aid.

Complete and return your verification worksheet by March 15, 2009, so that your financial aid will not be delayed.

**What You Should Do:**

1. Collect financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Fill in and sign the worksheet.
3. Bring the completed worksheet, tax forms, W-2 forms and any other documents requested to the Office of Financial Aid.
4. Talk to your Financial Aid Administrator if you have questions about completing this worksheet.
5. Your Financial Aid Administrator will compare information on this worksheet and any supporting documents with the information you submitted on your Free Application for Federal Student Aid (FAFSA). You may need to make corrections electronically or by using your SAR. *Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668)*

**A. STUDENT INFORMATION**

Last Name	First Name	M.I.	SS#	D ID#
Address (include apt. #)		Date of Birth		
City	State	Zip Code	Phone Number (include area code)	

**B. FAMILY INFORMATION**

**FOR DEPENDENT STUDENTS:**

List the people in your parents' household, include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2009 through June 30, 2010 or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- 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.

**FOR INDEPENDENT STUDENTS:**

List the people in your household, include:

- Yourself, and your spouse if you have one, and
- Your children, if you will provide more than half of their support from July 1, 2009 through June 30, 2010 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, 2009 through June 30, 2010.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member 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 are an independent student, do not include your parent. Attach a separate page if more space is needed.

Full Name	Age	Relationship to Student	College Currently Attending
		Self	Delaware State University

**C. STUDENT'S TAX FORM AND INCOME INFORMATION**

1. For non-tax filers and all tax filers (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 the tax return, request an RTFTP printout or letter 1722 from the Internal Revenue Service (1-800-829-1040) or a copy from your tax preparer.

\_\_\_\_\_ Check here if you have submitted or are going to submit a signed 2008 U.S. Federal income tax return.

\_\_\_\_\_ Check here if you will not file and are not required "to file" a 2008 U.S. Federal income tax return.

2. If you did not file and are not required to file a 2008 U.S. Federal income tax return, list below your employer(s) and any income received in 2008 (use the W-2 form or other earning statements if available)

Sources	2008 Amount
	\$
	\$
	\$

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

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

**D. PARENT(S) OR SPOUSES TAX FORMS AND INCOME INFORMATION**

1. For non-tax filers and all tax filers (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 the tax return, request an RTFTP printout or letter 1722 from the Internal Revenue Service (1-800-829-1040) or a copy from your tax preparer.

\_\_\_\_\_ Check here if you have submitted or are going to submit a signed 2008 U.S. Federal income tax return.

\_\_\_\_\_ Check here if you will not file and are not required "to file" a 2008 U.S. Federal income tax return.

2. If you did not file and are not required to file a 2008 U.S. Federal income tax return, list below your employer(s) and any income received in 2008 (use the W-2 form or other earning statements if available)

Sources	2008 Amount
	\$
	\$
	\$

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

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

**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 and/or 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 \_\_\_\_\_ Date \_\_\_\_\_ Spouse \_\_\_\_\_ Date \_\_\_\_\_

Father/Stepfather/Guardian \_\_\_\_\_ Date \_\_\_\_\_ Mother/Stepmother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

