

2008 - 2009 Verification Worksheet

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 may need to send in corrections on your Student Aid Report (SAR), or your school may send corrections electronically, to have your information reprocessed.

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.

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. Fill in and sign the worksheet.
4. Take the completed worksheet, tax forms, and any other documents your school needs to your financial aid administrator.
5. Your financial aid administrator will compare information on the documents. You may need to make corrections on your SAR and send it back to the application processor.

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.	Social Security Number
Address (include apt. No.)			Date of birth
City	State	ZIP code	Phone number (include area code)

B. Family Information

List below the people in your household. Be sure to 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, 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.

*If any household members will be attending college between July 1, 2008, and June 30, 2009, list that college. They must attend at least half-time and be enrolled in a degree, diploma, or certification program. If you need more space, attach a separate page.

Full Name	Age	Relationship	*College
Martha Jones (example)	24	Wife	City University
		Self	

C. Student's Tax Forms and Income Information

Independent

1. Check one box only. Tax returns include the 2007 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, 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 lists tax account information.

- Check if you will not file and **are not required** to file a 2007 U.S. Income Tax Return.
- Check and attach signed tax return, and all schedules.
- Check and complete: signed tax return, and all schedules, will be submitted to the school by _____.
(Date)

2. 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.

Sources (Use the W-2 form or other earnings statements.)	Amount

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

1. Check one box only. Tax returns include the 2007 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, 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 your spouse will not file and **is not required** to file a 2007 U.S. Income Tax Return.
- Check if you and your spouse did or will file a joint return.
- Check and attach signed tax return, and all schedules, if your spouse filed a separate return.
- Check and complete: signed tax return, and all schedules, will be submitted to the school by _____.
(Date)

2. If your spouse did not file and is not required to file a 2007 Federal income tax return, list below your spouse's employer(s) and any income received in 2007.

Sources (Use the W-2 form or other earnings statements.)	Amount

E. Income Exclusions

If applicable, list below the following information: (See Worksheet C of the Free Application for Federal Student Aid.)

Source of Income Exclusions	Student and Spouse Combined
Education credits (Hope and Lifetime Learning Tax Credit(s) as reported on Federal tax return)	
Child support PAID BY YOU OR YOUR SPOUSE because of divorce or separation. Do <u>not</u> include support paid for anyone you've listed in your household in Section B of this form.	
Taxable Earnings from Federal Work-Study or other need-based work programs.	
AmeriCorps awards-allowances and benefits.	
Grant/Scholarship aid received in EXCESS of tuition, fees, books and required supplies reported as income on federal tax return .	

F. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid 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

RETURN TO: Missouri State University
Office of Student Financial Aid
901 South National
Springfield, MO 65897