

Howard University
Student Financial Services
Office of Financial Aid, Scholarships and Student Employment
2400 6th Street, N.W., Suite 205, Washington, DC 20059
Phone: (202) 806-2820 Fax: (202) 806-2818

2010-2011 Verification Worksheet Instructions

DEPENDENT

Your 2010-11 financial aid application was selected for a review process called **VERIFICATION**.
You must complete the verification process to be packaged for aid.

What You Must Do

1. Collect you and your parent(s)' **signed** financial documents **to include the following**:
 - IRS Form 1040, 1040A, or 1040EZ
 - * **Do not** submit IRS form 8453. It does not provide enough information for verification.
 - * **Do not** submit IRS form 8879, E-file Signature Authorization. It is not a tax return.
 - W-2 forms
 - If you and/or your parent(s) did not keep a copy of your 2009 tax return(s), request it/ them from the IRS via telephone 1-800-829-1040, or by filing the "Request for Copy of Tax Return" Form 4506 available online at www.irs.gov.
 - If you and/or your parent(s) were not required to file a federal tax return, and did not complete one, select the appropriate box in Section C and Section D of the Verification Worksheet.*
2. **Complete both pages of the Verification Worksheet then sign and date page 2.**
3. **Do not leave any section blank or incomplete. Enter "0" if the amount is zero.**
4. **Submit** both pages of the completed, **signed** worksheet and **signed** copies of you and your parent(s)' 2009 federal tax forms, including all 2009 W-2 forms, to the Office of Financial Aid.

Avoid Verification Processing Delays

- ENSURE ALL OF YOUR DOCUMENTS ARE COMPLETE**
- SUBMIT ALL OF YOUR DOCUMENTS AT THE SAME TIME**
- PRINT YOUR NAME AND HU STUDENT ID NUMBER ON EACH DOCUMENT.**
- SIGN ALL TAX FORMS.** *Do not submit originals and keep a copy for your records.*
- MONITOR YOUR DOCUMENT REQUIREMENTS AND FINANCIAL AID STATUS ON YOUR BISONWEB ACCOUNT.**



2010-2011 Verification Worksheet

Federal Student Aid Programs

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 parent(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, your school may send corrections electronically.

Complete this verification form and submit it to the Office of Financial Aid as soon as possible so that your financial aid will not be delayed. The Office of Financial Aid is available to assist you.

What you should do:

1. Collect your and your parent(s)' financial documents (**signed** Federal income tax forms, W-2 forms, etc.).
2. Talk to a financial aid representative if you have questions about completing this worksheet.
3. Complete and sign the worksheet - you and at least one parent.
4. Take the completed worksheet, tax forms, and any other documents your school needs to the Office of Financial Aid.
5. A financial aid representative will compare information on the documents with the information you submitted on your application.

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.
Address (include apartment number)		HU ID
City	State	Zip Code
Telephone number (include area code)		Email Address
Telephone number (include area code)		Date of Birth

B. Family Information

List the people in your parents' household; include the following:

- **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, 2010 through June 30, 2011, 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, 2010 through June 30, 2011.

Write the **names of all household members** in the spaces below. Also write in the **name of the college** for any household member (**except your parents**) who will be attending college at least half-time between July 1, 2010 and June 30, 2011, and who will be enrolled in a degree, diploma, or certificate program. **If you need more space, attach a separate page.**

Full Name	Age	Relationship	College
<i>Missy Jones</i> (example)	<i>18</i>	<i>Sister</i> (example)	<i>Bowie State University</i> (example)
		Self	Howard University
		Parent/ Step Parent	N/A
		Parent/ Step Parent	N/A
		Sibling (brother/ sister)	

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

Check only one box below. Tax returns include the 2009 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 lists tax account information.

1. Check here and attach a **signed** copy of your tax return, W-2 form(s) and **complete items below.**

Sources of Untaxed Income	2009 Amount	Sources of Untaxed Income	2009 Amount
a. Child support received	\$	e. Work Study	\$
b. Child support paid	\$	f. Untaxed Pension	\$
c. Workman's Compensation	\$	g.	\$
d. Education Credits	\$	h.	\$

2. Check here if you will not file and are not required to file a 2009 U.S. Income Tax Return. List below your employer(s) and any income received in 2009 (**Attach the W-2 form(s) or other earnings statements**).

List Sources/ Employers	List 2009 Amounts – Attach W2 Forms
	\$
	\$
	\$

3. Check here **IF YOU DID NOT WORK.**

D. Parent(s)' Tax Forms and Income Information

Check only one box below. Tax returns include the 2009 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 lists tax account information.

1. Check here and attach a **signed** copy of your tax return, W-2 form(s) and **complete items below.**

Sources of Untaxed Income	2009 Amount	Sources of Untaxed Income	2009 Amount
a. Child support received	\$	e. Work Study	\$
b. Child support paid	\$	f. Untaxed Pension	\$
c. Workman's Compensation	\$	g.	\$
d. Education Credits	\$	h.	\$

2. Check here if you will not file and are not required to file a 2009 U.S. Income Tax Return. List below your employer(s) and any income received in 2009 (**Attach the W-2 form(s) or other earnings statements**).

List Sources/ Employers	List 2009 Amounts – Attach W2 Forms
	\$
	\$
	\$

3. Check here **IF YOU DID NOT WORK.**

E. Sign this Worksheet

By signing this worksheet, we certify all the information reported on it is complete and correct. At least one parent must sign.

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

Student's Signature Date

Howard ID Number (required)

Parent's Signature Date

Telephone Number (include area code)

Parent's Email Address

INCOMPLETE FORMS WILL BE RETURNED TO YOU UNPROCESSED