

Howard University
Student Financial Services
Office of Financial Aid
2400 Sixth Street, NW – Suite 205
Washington, DC 20059
Telephone: (202) 806-2820 Facsimile: (202) 806-2818

2011-2012 Verification Worksheet Instructions

INDEPENDENT

Your **2011-2012** financial aid application was selected for a review process called **VERIFICATION**.
You must complete the verification process to be packaged for aid.

Avoid Verification Processing Delays

- Submit all documents at the same time and ensure that they are completed**
- Print your name and HU student ID number on each document.**
- Monitor your documents requirements and financial aid status on your BISON web.**

What You Must Do

1. Collect your and your spouse's **signed Federal Taxes**.
 - IRS Form 1040
 - IRS Form 1040A
 - IRS Form 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
 - Paper copy of a federal e-file return
 - Tax return from Puerto Rico
 - Foreign Income tax return
 - IRS Personal Tax Account Transcript
 - If you and/or your parent(s) did not keep a copy of your 2010 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 verification documents reveal inaccuracies in your FAFSA, the record will be corrected electronically by a member of the Office of Financial Aid. If a correction is made, an email may be sent to the address listed on the FAFSA indicating a change has been made to the file. If incomplete or inadequate verification documents are submitted, you or your parents will be notified of discrepancies by email and instructed on how to correct them.

Should our review of your financial aid application reveal you may have engaged in fraud or other criminal misconduct in connection with your application, we are required to report information to the Office of the Inspector General of the U.S. Department of Education for investigation. Examples of such information include (but are not limited to) false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures or certificates and false statements of income.



2011-2012 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 spouse's, if you are married) **2010 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 spouse'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
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)	Mobile Telephone number	Date of Birth

B. Family Information

List the people in your household; include the following:

- yourself and your spouse if you have one and
 - your children, if you will **provide more than half** of their support from **July 1, 2011 through June 30, 2012**, even if they do not live with you, 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, 2011 through June 30, 2012**.

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, 2011 and June 30, 2012**, 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
		Spouse	
		Child	

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

Check only one box below. Tax returns include the 2010 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.

- Check here and attach a **signed** copy of your tax return, W-2 form(s) and **complete items below**.
- Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return. List below your employer(s) and any income received in 2010 (**Attach the W-2 form(s) or other earnings statements**).
- Check here **IF YOU DID NOT WORK**. (**Attach In-Kind support letter and Non Tax Filer Letter from IRS**)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child support received *	\$	e. Work Study	\$
b. Child support paid *	\$	f. Untaxed Pension	\$
c. Workman's Compensation	\$	g.	\$
d. Education Credits	\$	h.	\$

Additional Financial Information for year 2010

List Sources/Employers – 2010 Amount & W2 Forms	Assets & Investments (As of Today What is the Net Worth of Current)
\$	Checking & Savings \$
\$	Business I \$
\$	Investment(Not Residence) \$

D. Spouse's Tax Forms and Income Information

Check only one box below. Tax returns include the 2010 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.

- Check here and attach a **signed** copy of your tax return, W-2 form(s) and **complete items below**.
- Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return. List below your employer(s) and any income received in 2010 (**Attach the W-2 form(s) or other earnings statements**).
- Check here **IF YOU DID NOT WORK**.

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child support received *	\$	e. Work Study	\$
b. Child support paid *	\$	f. Untaxed Pension	\$
c. Workman's Compensation	\$	g.	\$
d. Education Credits	\$	h.	\$

Additional Financial Information for year 2010

List Sources/Employers – 2010 Amount & W2 Forms	Assets & Investments (As of Today What is the Net Worth of Current)
\$	Checking & Savings \$
\$	Business & Farm \$
\$	Investment (Not Residence) \$

If you **received or **paid** child support in 2010 you **must** submit a year-end statement from Child Support Services.*

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

Spouse Signature (Optional)

Date

INCOMPLETE FORMS WILL BE RETURNED TO YOU UNPROCESSED