

# 2008-2009 Verification Worksheet

## Federal Student Aid Programs

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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 parent(s), if you are considered dependent for federal aid purposes, or 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 or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

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 parent(s)’ or spouse’s) financial documents (signed Federal income tax forms, W-2, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. **Fill in and sign the worksheet** - you (and your parent if appropriate).
4. Submit 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 this worksheet and any supporting documents with the information you submitted on your application. 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

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<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Social Security Number</i>
<i>Address (include apt. #)</i>			<i>Date of birth</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Phone Number (include area code)</i>

### B. Family Information

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- Dependent Students:** List the people in your parent’s household; include (a) yourself, your parent(s) you live with (include stepparent); (b) your parents’ other children, even if they don’t live with your parent(s), if (1) your parents provide more than half of their support from July 1, 2008 through June 30, 2009, or (2) if they would be required to give parental information when applying for Federal student aid; and (c) any other people if they now live with your parents, and your parents provided 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.
- Independent Students:** List the people in your household; include (a) yourself, your spouse if married; (b) your children, if you provide more than half of their support from July 1, 2008 through June 30, 2009; and (c) any other people if they now live with you, and you provided 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.

**Write the names of all household members.** Also write in the name of the college for any family member excluding your parent(s), who will be attending college at least half-time between July 1, 2008 and June 30, 2009, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		self	

## C. Tax Forms and Income Information

- All tax filers must attach a signed copy of all 2007 Federal Income Tax returns (includes the 2007 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return).

Dependent: Student & Parent(s) Federal Tax Return

Independent: Student & Spouse (if married) Federal Tax Return

*If you did not keep a copy of your tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.*

- Check the box for those people who did not and are not required to file a 2007 Federal Income Tax Return. List below your employer(s) and any income received in 2007 (use W-2 forms or other earning statements).

You                       Your spouse                       Your parent(s)

Name of Employer	Student Amount	Spouse or Parent(s) Amount

- Both tax filers and non-tax filers must list any untaxed income received in 2007. **Be sure to enter zeros if no funds were received.** (See Worksheets A & B of the Free Application for Federal Student Aid)

Student (spouse)	Calendar Year 2007	Parent(s)
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) as reported on W-2 Form Box 12, codes D, E, F, G, H, and S. Include untaxed portions of 401(k) and 403(b) plans.	\$
\$	Child support received for all children. Don't include foster care.	\$
\$	Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps or subsidized housing.	\$
\$	Social Security benefits received for all household members that were not taxed.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	Veterans' non-education benefits, such as Death Pension or Dependency & Indemnity Compensation (DIC)	\$
\$	Any other untaxed income and benefits, such as VA Educational Work-Study allowances, untaxed portions of Railroad Retirement Benefits, Black Lung Benefits, Refugee Assistance, etc. Don't include student aid, WIA benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans.	\$
\$	Cash or any money paid on your behalf, not reported elsewhere on this form.	\$XXXXXXXX

## D. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, 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's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Dependent Students Only)

Return to: Kansas City Art Institute, Financial Aid Office, 4415 Warnick Blvd., Kansas City, MO 64111