Independent Verification Worksheet
2011-2012

The U.S. Department of Education (DOE) has selected your application for a process called “verification.” In this process, the school will compare information from your FAFSA with signed copies of your 2010 Federal Tax Returns, W-2s and other financial documents. The law says we have a right to ask you for this information before awarding any Financial Aid. If there are differences between the information on your FAFSA and your financial documents, corrections will be made electronically by the Financial Aid Office.

Student Information: (Please print or type all information clearly)

____

Last Name First Name M.I. Social Security Number Phone Number

We **will not** accept any requested verification paperwork until you can provide us with all paperwork requested. Any incomplete paperwork will be mailed back to you in its entirety.

Minimum paperwork requirements (Student must submit all applicable income sources.)

1. Complete and sign this verification form and submit it to the LIT Student Financial Aid Office with required documents.

2. A **SIGNED** copy of your 2010 Income Tax Return with **all related schedules** and **all W-2s**.
If you do not have a copy of your tax return or W-2(s), contact the IRS at **1-800-829-1040** to request a tax transcript and/or W-2 transcript(s).
*If you did not file a tax return, a SIGNED copy of verification of non-filing is required from the IRS.

3. A **SIGNED** copy of spouses’ 2010 Income Tax Return with **all related schedules** and **all W-2s**.
*If your spouse did not file a tax return, a SIGNED copy of verification of non-filing is required from the IRS.

4. If you/spouse received Unemployment Compensation, Social Security benefits or Child Support for 2010 you must provide a statement from the appropriate agency listing the TOTAL BENEFITS received for the entire year.

5. If you/spouse were self-employed in 2010 you **must have** listed a value of your business when you completed your FAFSA or you **must provide** a notarized statement indicating the Net Worth (value-debt) at this time.

6. If your income is less than $2000 per household member in 2010 you **must complete** a “Minimum Income Statement” (this form may be obtained in our office). The completed notarized “Minimum Income Statement” must be accompanied by W-2 transcripts and a **SIGNED** IRS Transcript(s) for the student and spouse showing that a 2010 Income Tax Return was not filed. Supporting documentation will also need to be provided.

Family Information: List the people in your household:

Required household members

- 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, 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 form July 1, 2011 through June 30, 2012

Write the names of **ALL** household members in the space(s) below. Also write in the name of the college for any household member, **excluding your parent(s)** who will be attending college at least half-time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. **If you need more space, attach a separate page**.

Full Name	Age	Relationship	College
Missy Jones(example)	18	Sister	Central University
		Self	

√	Tax Information	√	
√	Student's Tax Information	√	Spouse's Tax Information
	I did or will file a 2010 Income Tax Return		I did or will file a 2010 Income Tax Return
	I did not and will not file a 2010 Income Tax Return**		I did not and will not file a 2010 Income Tax Return**
	I am not required to file a 2010 Income Tax Return		I am not required to file a 2010 Income Tax Return

If you marked one of these you **MUST submit a signed 2010 IRS Tax Transcript and W-2 transcripts (IRS phone number 1-800-829-1040)

If you worked in 2010 but are **NOT** required to file a return, list **ALL** employer(s), and **ALL** income received.

Student	Spouse	Name of Employer	2010 Amount
			$
			$

Calendar Year 2010		
Student	2010 Additional Financial Information	Spouse
$	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040—line 49 or 1040A—line 31.	$
$	Child support paid because of divorce or separation or as a result of a legal requirement. **Verification from the Attorney General's office is required showing total paid.**	$
$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	$
$	Grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	$
$	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	$
Student	2010 Untaxed Income	Spouse
$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D,E,F,G,H and S.	$
$	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040—line 28 + line 32 or 1040A—line17.	$
$	Child support received for all children. Do not include foster care or adoption payments. **Verification from the Attorney General's office is required showing total received.**	$
$	Tax exempt interest income from IRS form 1040—line 8b or 1040A—line 8b.	$
$	Untaxed portions of IRA distributions from IRS Form 1040—lines (15a minus 15b) or 1040A—lines (11a minus 11b). Exclude rollovers. If negative, enter zero here.	$
$	Untaxed portion of pension from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). Exclude rollovers. If negative, enter zero here.	$
$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value benefits).	$
$	Veterans' noneducation benefits such as Disability, Death Pensions, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.	$
$	Other untaxed income not reported, such as workers' compensation, disability, etc. **Don't include** student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investments Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	$
$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	$

Sign this Worksheet

By signing this worksheet we certify that all the information reported on this worksheet is complete and correct.
We also are giving our consent for Lamar Institute of Technology Student Financial Aid Office to make any required corrections in order to process my financial aid.

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 (required)	Date	Spouse's Signature (required)	Date

In accordance with Leg. HB 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information