



OLD DOMINION UNIVERSITY

2009-2010 Financial Aid INDEPENDENT Verification Worksheet

**** ALL verification documents can be faxed to (757) 683-5920.**

APPROVED – 12/05

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 2008 Federal tax forms, W2 forms or other financial documents. **Once ALL Verification documents have been submitted, they will be processed.. This process COULD TAKE A MINIMUM OF TWO WEEKS.**

If there are differences between your FAFSA information and the information contained in these documents, the school will make the necessary adjustment to your FAFSA information, adjust your financial aid awards based upon the changes and notify you through either an award letter or a revised award letter.

What should you do? Collect both yours and/or your spouse’s documents to include the following:

SIGNED COPY of your and/or your spouse’s 2008 Federal Taxes

(if you filed or were required to file federal taxes)

COPY of your and/or your spouse’s 2008 W2(s)

2009-2010 Independent Verification Worksheet

MAKE SURE your submission is compliant with the following **SO THAT YOUR AID PROCESSING WILL NOT BE DELAYED.**

- submit ALL the requested documents as soon as possible but **NO LATER THAN June 1, 2009**
- make sure federal tax forms have been **SIGNED**
- **submit ONLY COPIES. Originals will not be returned.**
- **make sure that the figures in Box 1 of the W2’s total the “WAGES” figure on the federal tax form**
- make sure you have completed and signed this Verification Worksheet
- Failure to submit ALL requested verification documents together will PREVENT processing of all aid.

A. Student Information

Last name	First name	M.I.	University I.D. Number (UIN)	Date of birth
Address (include apt. no.)			E-Mail	
City	State	ZIP code	Phone number (include area code)	

B. Family Information

List the people in your household 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, 2009 through June 30, 2010.**
- other people **if they now live with you and you will provide more than half of their support and will continue to provide more than half of their support from July 1, 2009 through June 30, 2010.**

Write the names of all household members. Also write in the name of the COLLEGE for any household member who will be attending college at least half-time between July 1, 2009 and June 30, 2010, 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
<i>Martha Jones (example)</i>	24	<i>Sister</i>	<i>City University</i>
		SELF	

OTHER MONETARY RESOURCES: *(if none received, indicate with either \$ 0.00’s or N/A)*

Value of Coverdell Education Savings Accounts	___ Parent	} Owner }	___ Student	\$ _____
Value of 529 College Savings Plans	___ Parent		___ Student	\$ _____
Value of State Prepaid Tuition Plans	___ Parent		___ Student	\$ _____

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

1. Check one box only. Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, or 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 call the Internal Revenue Service at 1-800-829-1040 and request a tax transcript that can be used in lieu of the tax return and/or W2(s).*

- I worked and filed taxes and **have attached** my SIGNED 2008 Federal tax return and W2(s).
- I worked and filed taxes and **will submit** my 2008 Federal taxes and W2(s) to the school by _____ (date).
- I worked but will not file a 2008 U.S. Income Tax Return because I did not earn enough to be required to file*. I have listed my employers and income below and have attached the appropriate W2(s). **if necessary: see IRS filing regulations to determine whether tax filing is required*

Sources of Income (Use the W2 form or other earnings statement)	2008 Amount

- I/We did not work AND HAVE ATTACHED A STATEMENT AS TO HOW I/WE SUPPORTED OURSELVES IN 2008.
** Be sure to detail how housing, meals, food, transportation, etc were obtained and note if any cash monies were received.*
- I certify that I did not work in 2008 and did not file and have listed my sources of untaxed income below such as:
(See FAFSA Question 47)

Sources of Untaxed Income	2008 Amount & Period of Time (ex. p/mo., p/yr., etc.)	Sources of Untaxed Income	2008 Amount & Period of Time (ex. p/mo., p/yr., etc.)
a. Child Support Received		c. Untaxed Pensions	
b. Worker's Compensation		d. Other:	

D. Spouse's Tax Forms and Income Information

1. Check one box only. Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, or 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 call the Internal Revenue Service at 1-800-829-1040 and request a tax transcript that can be used in lieu of the tax return and/or W2(s).*

- I worked and filed taxes and **have attached** my SIGNED 2008 Federal tax return and W2(s).
- I worked and filed taxes and **will submit** my 2008 Federal taxes and W2(s) to the school by _____ (date).
- I worked but will not file a 2008 U.S. Income Tax Return because I did not earn enough to be required to file*. I have listed my employers and income below and have attached the appropriate W2(s). **if necessary: see IRS filing regulations to determine whether tax filing is required*

Sources of Income (Use the W2 form or other earnings statement)	2008 Amount

- I certify that I did not work in 2008 and did not file and have listed my sources of untaxed income below:
(See FAFSA Question 47)

Sources of Untaxed Income	2008 Amount & Period of Time (ex. p/mo., p/yr., etc.)	Sources of Untaxed Income	2008 Amount & Period of Time (ex. p/mo., p/yr., etc.)
a. Child Support Received		c. Untaxed Pensions	
b. Worker's Compensation		d. Other:	

E. Sign this Worksheet

Each person signing this worksheet certifies that all the information reported on it 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's signature Date

Spouse's signature (optional) Date

**Do not mail this worksheet to the Department of Education. Worksheet can be mailed to: ODU Financial Aid
Hampton Boulevard
Norfolk, Virginia 23529**

*****PLEASE SUBMIT ALL DOCUMENTS AS **ONE COMPLETE PACKAGE*******
TO AVOID ANY DELAY IN THE PROCESSING OF YOUR AID. DON'T FORGET TO SIGN YOUR TAX FORMS.