



OLD DOMINION UNIVERSITY

2009-2010 INDEPENDENT Verification Worksheet

QUALITY ASSURANCE

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.

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 and submit your and your spouse’s (if applicable) financial documents to include:

- SIGNED** COPY of your and/or spouse’s (if applicable) 2008 Federal Taxes
(if you and/or spouse were required to file federal taxes)
- 2009-2010 Independent Verification Worksheet
- COPY of your 2008 W2(s)
- COPY of your spouse’s 2008 W2(s)

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, 1008 through June 30, 2009.
- 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, 2009 through June 30, 2010.

Write the names of all household members. 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, 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)

<u>Plan</u>	<u>Owner</u>		<u>Amount</u>
Value of Coverdell Education Savings Accounts	___ Parent	___ 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**

<u>Sources of 2008 income(employers)</u>	<u>Amount</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

I certify that I did not work in 2008.

<u>Sources of Untaxed Income</u>	<u>2008 Amount/Time period (month, year)</u>
OTHER UNTAXED INCOME: (such as child support received, disability, etc.) _____	\$ _____
_____	\$ _____

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**

<u>Sources of 2008 income (employers)</u>	<u>Amount</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

I did not work AND HAVE ATTACHED A STATEMENT AS TO HOW I SUPPORTED MYSELF IN 2008.
** Be sure to detail how housing, meals, food, transportation, etc were obtained and note if any cash monies were received.*

<u>Sources of Untaxed Income</u>	<u>2008 Amount/Time period (month, year)</u>
OTHER UNTAXED INCOME: (such as child support received, disability, etc.) _____	\$ _____
_____	\$ _____

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 Date

Do not mail this worksheet to the Department of Education. Take it to your Financial Aid Administrator at your school.

***** PLEASE SUBMIT ALL DOCUMENTS AS **ONE COMPLETE PACKAGE** *****
TO AVOID ANY DELAY IN THE PROCESSING OF YOUR AID.