

# Herkimer County Community College 2009-2010 Verification Worksheet

**INDEPENDENT**

Federal Student Aid Programs

## **A: Student Information**

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_____	_____	_____	_____
Last name	First Name	M.I.	Social Security Number
_____			_____
Address (include apt. no.)			Date of birth
_____	_____	_____	_____
City	State	Zip code	Phone number (include area code)

### **What is verification?**

Verification is the process of comparing the information reported on the FAFSA with information on your tax returns and other financial documents. The Federal Central Processing Center (CPS) selects approximately one-third of all FAFSA applicants for verification. The College may also select an applicant if there appears to be conflicting or inconsistent information on the application. If there are discrepancies between your application data and the documents submitted, you or the school will correct the FAFSA. Federal law mandates we must review this information **before** awarding federal funds.

### **What documents are needed for verification?**

All applicants must complete and sign the Verification Worksheet.

All applicants must submit a **signed** copy of their (and your spouse's) federal tax return from the previous year.

Tax Return Notes:

1. Federal 1040/1040A/1040EZ filers: Submit a **signed** copy of the form.
2. Electronic filers: Form 8453 is not acceptable. Print and submit a signed copy of the actual tax return (e.g. 1040, 1040A, or 1040EZ).
3. Non-filers: If you are not required to file a tax return, then the Verification Worksheet must reflect all non-taxable income received. The college may request an IRS confirmation of your non-filing status or completion of a Low Income Worksheet.
4. Tax filing extensions: If a student or spouse has filed for an extension of their tax filing deadline, the verification process will not be completed until we receive a **signed** copy of the completed tax return. No federal awards will be processed.
5. Lost tax returns: If you need a copy of your tax return, call the IRS at 1-800-829-1040 to request a **Tax Return Transcript**. This must be **signed** and forwarded to the Financial Aid Office.

### **Are there any other documents that may be requested?**

Other documents may be requested to resolve conflicting data or provide clarification of reported data. These documents may include bank statements, divorce/separation agreements, asset verification worksheet, and tax schedules.

### **What happens after verification documents are submitted?**

Documents are reviewed for accuracy. If necessary, corrections will be made to the FAFSA and students will be notified by the Central Processing System that changes were made. After changes have been made an award letter will be sent to the student. Awards can also be viewed through Student Online Services from the college website.

### **Deadline for submitting documents**

All requested information must be submitted within 30 days from the last request for information. Failure to submit information in a timely fashion will result in the application being filed as inactive with no further consideration and no federal aid being processed.

## B: Family Information

List the people in your household, including:

- Yourself and your spouse if you have one
- Your children, if you will provide more than half of their support from July 1, 2009 through June 30, 2010, even if they do not live with you
- 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.

Also write in the name of the college for any household member listed, who will be attending at least half time between July 1, 2009 and June 30, 2010, and will be enrolled in a degree or certificate program.

Full Name	Age	Relationship	College
<i>Missy Jones</i> (example)	<i>24</i>	<i>Wife</i>	<i>Central University</i>
		Self	HCCC

\*If additional room is needed, please attach a separate sheet of paper.

## C: Tax Forms and Income Information

1. Check appropriate box below.

Student	(✓)	Spouse	(✓)
I am attaching a signed copy of my 2008 tax return.		I am attaching a signed copy of my 2008 tax return.	
I will submit a signed 2008 tax return at a later date.		I will submit a signed 2008 tax return at a later date.	
I will not file a 2008 tax return		I will not file a 2008 tax return	

2. Untaxed income received.

Student		Spouse	
Source of Untaxed Income	2008 Amount	Source of Untaxed Income	2008 Amount
Child Support	\$	Child Support	\$
Workman's Compensation	\$	Workman's Compensation	\$
Untaxed Pensions (exclude rollovers)	\$	Untaxed Pensions (exclude rollovers)	\$
Other	\$	Other	\$

Other, please explain: \_\_\_\_\_ Other, please explain: \_\_\_\_\_

3. If you did not file and are not required to file a U.S. Income Tax Return, list below any income received during 2008 (use W-2 forms if available).

Student		Spouse	
Source	2008 Income	Source	2008 Income
	\$		\$
	\$		\$
	\$		\$

## D: Signatures

Each person signing this form certifies that all the information reported on it is complete and accurate. If married, spouse's signature is optional.

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Spouse Date

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Submit this worksheet to the Financial Aid Office. Don't forget to sign your tax forms!  
Mail To: Herkimer County Community College, Financial Aid, 100 Reservoir Road, Herkimer, NY 13350  
Fax To: (315) 866-0062