



**2011-2012 Verification Worksheet
 Federal Student Aid Programs**

Independent Student

Your application was selected by the U.S. Dept. of Education for "Verification". In this process, UTM will be comparing information from your application with signed copies of your and your spouse's 2010 Federal tax form(s), W-2 form(s), and this worksheet. If there are differences between your application information and your financial documents, it may be necessary for your information to be reprocessed.

Complete this verification worksheet (**every question must be answered**) and submit it to the financial aid office as soon as possible, so that your financial aid will not be delayed.

What you should do

1. Attach signed copies of your and your spouse's financial documents :
 - Federal income tax forms
 - W-2 form(s)
2. Complete and sign the worksheet.
3. Take, mail, or email (do not fax) the completed worksheet, tax forms, and W-2(s) to the financial aid office.

UTM must review the requested information, under the financial aid program rules (34 CFR, Part 668).

A. Student Information

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

B. Family Information

List the people in your household, include:

- yourself and your spouse if you have one, and
- your children, if you provide more than half of their support from July 1, 2011 through June 30, 2012.
- **other people if they now live with you, you provide more than half of their support, and you will continue to provide more than half of their support from July 1, 2011, through June 30, 2012.**

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, 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)	24	Wife	Central University
		Self	

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

Independent

1. Place an 'X' in one box below for student and one for spouse, if separate returns were filed. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign tax return. If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy from the Internal Revenue Service.

Student Spouse

I have already completed my 2010 IRS income tax return; a signed copy is attached.

I will file, but I have not yet completed my return; a signed copy will be mailed when completed.

I will not file an IRS income tax return

2. **Sources of Untaxed Income**

Please answer ALL questions; even if answer is \$0

2010 Amounts

	Student	Spouse
Disability payment received: (Do NOT include funds received from Social Security)	\$	\$
Child support received for all children. Don't include foster care or adoption payments	\$	\$
Housing, food and other living allowances paid to clergy	\$	\$
Veterans' non-education benefits such as Disability, Death Pension, or Dependency and Indemnity Compensation and/or VA Educational Work-Study allowances	\$	\$
Military basic allowance for subsistence (BAS)	\$	\$
Any other untaxed income or benefits not reported elsewhere: Please list	\$	\$

3. **Sources of Income**

If you did **not** file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Source:	Student	Spouse
	\$	\$
	\$	\$

4. **Exclusions from Income**

	Student	Spouse
Child support paid because of divorce or separation. (Do NOT include child support paid for children listed in household in section B).	\$	\$
Taxable earnings from Federal Work-Study	\$	\$
Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income . Do NOT enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$	\$

D. Sign this Worksheet

By signing this worksheet, we certify that all the information reported on it is complete and correct.

Student

Date

Spouse

Date

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