

Your application was selected for review in a process called "Verification." In this process, Crowder will be comparing information from your application with **SIGNED copies of your 2010 FEDERAL tax forms including all schedules and W-2 forms** (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes), or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and financial documents, corrections will be submitted by our office. If your award changes as the result of a correction, you will receive an updated Student Aid Report from the Central Processor. Verification must be completed before aid is awarded and no later than 120 days after your last date of attendance or **September 26, 2012**, whichever is

earlier. Failure to complete the verification process voids all Federal awards.

What you should do:

1. Collect your (and your spouse's or parent(s)') financial documents (signed federal income tax forms, W-2, etc.).
2. Speak to the financial aid office if you have questions about completing this worksheet.
3. Forward the completed, signed worksheet, tax forms, and any required documents to the financial aid office.
4. The financial aid office will compare information on these documents and make corrections if necessary.

Your school 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 |
| Address (include apt.#) _____/_____/_____ | City | State | Zip Code |
| Date of Birth | Phone Number (include area code) | Email Address | |

B. Family Information

Independent Students: In the grid below list the people in your household; include:

- a) yourself, your spouse if you have one; and
- b) your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012; and
- c) 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, 2011 through June 30, 2012.

Dependent Students: In the grid below list the people in your parent's household; include:

- a) yourself, your parent(s) (include stepparent) even if you don't live with your parents; and
- b) your parents' other children, even if they don't live with your parent(s), if
 - (1) your parents will provide more than half of their support from July 1, 2011 through June 30, 2012, or
 - (2) the children would be required to provide parental information when applying for Federal Student Aid; and
- c) any other people if they now live with your parents, and your parents provide more than half of their support and 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 in the grid below.** Also write in the name of the college for any household member, excluding parent(s) of dependent students, who will be attending college at least half-time between July 1, 2011 and June 30, 2012 and will enroll in a degree, diploma, or certificate program. If you need more space, attach a separate page.

| Full Name | Age | Relationship | College |
|------------------------------|-----|--------------|-----------------|
| <i>Example: Martha Jones</i> | 20 | Sister | Crowder College |
| | | <i>Self</i> | |
| | | | |
| | | | |
| | | | |
| | | | |

C. Tax Forms and Income Information

Check below all those persons who are required to file a 2010 Federal Tax Return. All tax filers must submit a **SIGNED** copy of their **2010 Federal Income Tax return*** (includes the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return), **all schedules** and **W-2's**. Please make sure all persons marked below have attached and signed their tax forms.

You Your Spouse Your Father/Stepfather Your Mother/Stepmother

** If you did not keep a copy of your tax return, you must request a copy from your tax preparer or request a "Transcript" of your tax return by calling 1-800-829-1040.**

Check the box for those people who **did not and are not required** to file a 2010 federal income tax return.

You Your Spouse Your Father/Stepfather Your Mother/Stepmother

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

| Person Earnings are for | Relationship to Student | Employer (submit W-2's) | 2010 Amount |
|-------------------------|-------------------------|-------------------------|-------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |

Both tax filers and non-tax filers MUST complete the questions regarding income received in 2010. Please **enter zeros if no funds were received**. Failure to complete this section will delay the processing of your financial aid.

| Student & (Spouse) | 2010 Additional Financial Information (not monthly) | Parent (Stepparent) |
|--|---|---------------------|
| \$ | Child support paid because of divorce or separation or as a result of a legal requirement Don't include support for children in your (or your parents) household, as reported in question 72 or 93 | \$ |
| \$ | Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships. | \$ |
| \$ | 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. | \$ |
| 2010 Untaxed Income (not monthly) | | |
| \$ | 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-12d, codes D,E,F,G,H, and S | \$ |
| \$ | Child support received for all children Don't include foster care or adoption payments. | \$ |
| \$ | Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). | \$ |
| \$ | Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. | \$ |
| \$ | Other untaxed income not reported, such as worker's compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040-Line 67. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, 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. | \$ |

D. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. If dependent, the student and at least one parent must sign. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

_____ Date _____
Student's Signature

_____ Date _____
Parent's Signature (Dependent Students Only)