

2009-2010 Verification Worksheet

Federal Student Aid Programs

Your application was selected by the U.S. Dept. of Education for review in a process called "verification." In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form and with signed copies of your 2008 federal tax forms (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes). If there are differences between your application and the documents you have submitted, corrections may need to be made. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

What you should do:

1. Collect your (and your spouse's or parents') financial documents (signed Federal income tax forms, W-2, etc.).
2. **Complete the sections checked and sign the worksheet** - you (and your parent if you are required to provide their income information).
3. Contact us if you have questions about completing this worksheet.
4. Bring, mail, or fax the completed and signed worksheet, signed tax forms, and any other documents to our office. Our fax number is **651-603-6298**.
5. We will compare the information on these documents and make corrections if necessary.

A. Student Information

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<i>Last Name</i>	<i>First Name</i>	<i>M.I</i>	<i>Student ID Number</i>	<i>Social Security Number</i>
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>E-mail Address</i>		<i>Phone Number (include area code)</i>	

B. Family Information

Independent Students: List the people in your household, include: (a) yourself, and your spouse if you have one; and (b) your children, if you will provide more than half of their support from July 1, 2009 through June 30, 2010; 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, 2009 through June 30, 2010.

Dependent Students: List the people in your parents' household, include: (a) yourself and your parent(s) (including 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 provide more than half of their support from July 1, 2009 through June 30, 2010, or (2) the children would be required to provide parental information when applying for Federal Student Aid; and (c) 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, 2009 through June 30, 2010.

Write the names of all household members. Also write in the name of the college for any family 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>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		Self	

C. Tax Forms and Income Information

- All tax filers must submit a **signed** copy of all 2008 Federal Income Tax returns which include the 2008 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return for those people checked below. If you did not keep a copy, call the IRS at 1-800-829-1040.

You
 Your spouse
 Your father (step)
 Your mother (step)

- Check the box for those people who did not and are not required to file a 2008 Federal Income Tax Return. List below your employer(s) and any income received in 2008 (use W-2 forms or other earning statements).

You
 Your spouse
 Your father (step)
 Your mother (step)

Name of Employer	Student Amount	Spouse or Parent(s) Amount

- Both tax filers and non-tax filers must list any untaxed income received in 2008. **Be sure to enter zeros if no funds were received** (See Question 47 of the Free Application for Federal Student Aid (FAFSA))

Source of Untaxed Income	Student Amount	Spouse or Parent(s) Amount
a. Child support		
b. Worker's Compensation		
c. Untaxed Pensions		
d. Housing or other living allowance		
e.		
f.		
g.		

D. Sign This Worksheet

Each person signing this form certifies that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign.

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

_____ Date _____
Student's Signature

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

Return to: Concordia University Saint Paul, Financial Aid Office
275 Syndicate Street North, St. Paul, MN 55104
(fax) 651-603-6298