



2011-2012 Verification Worksheet

Federal Student Aid Programs

FORM APPROVED
OMB NO. 1845-0041

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, if you are married) 2010 Federal tax forms, or with W-2 forms 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 your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

A. Student Information

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)

B. Family Information

List the people in your household, including:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012, even if they do not live with you, and;
- 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.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending 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
Martha Jones (example)	24	Wife	City University
		Self	

C. Income Information

Independent

Both tax filers and non-tax filers must list any untaxed income received in 2010. **Be sure to enter zeros if no funds were received.**

Student	Calendar Year 2010	Spouse
\$	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 through 12d, codes D, E, F, G, H and S.	\$
\$	Child support received for any of your children. Do not 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' non-education 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 workers' compensation, disability, etc. Do not 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.	\$

List child support **paid** during 2010 by you and/or your spouse because of divorce or separation or as a result of a legal requirement. Do not include support for children in your household. \$ _____.

D. Tax Forms

You must submit a **signed** copy of all 2010 Federal Income Tax returns (IRS Form 1040, 1040A, 1040EZ or Telefile Tax Record) for **you and your spouse** (if married).

Note> If you did not keep a copy of your tax return, you may request a transcript of the tax return from the IRS by calling 1-800-829-1040.

If either you or your spouse did not file and are not required to file a 2010 Federal Income Tax Return, check here and complete the table below listing all employers and income received in 2010 (use W-2 forms or other earning statements).

Name of Employer / Source of Income	Student Amount	Spouse Amount

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

*Remember: Submit a **signed** copy of you & your spouse's (if married) 2010 tax return(s) along with this worksheet. Return to: Student Financial Planning, Mercer University - Regional Centers, 1330 Edgewood Ave, Macon, GA 31207 Or fax to 478-301-5383.*