



U.S. Department  
of Education

# 1997-98 Verification Worksheet

## Federal Student Aid Programs

FORM APPROVED  
OMB NO. 1840-0132  
EXP. DATE 12/31/98

**INDEPENDENT  
STUDENT**

### What you should do

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) 1996 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 may need to send in corrections on your Student Aid Report (SAR), or your school may send corrections electronically, to have your information reprocessed.

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. Fill in and sign the worksheet.
4. Take the completed worksheet, tax forms, and any other documents your school needs to your financial aid administrator.
5. Your financial aid administrator will compare information on the documents. You may need to make corrections on your SAR and send it back to the application processor.

Try to complete verification as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

*Your school must review the requested information, under the financial aid program rules (CFR Title 34, Part 668).*

### 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 that you (and your spouse) will support between July 1, 1997 and June 30, 1998. Include:

- yourself
- your spouse
- your dependent children (if you provide more than half of their support).

Include other people as part of your family only if:

- they lived with you and got more than half their support from you (or your spouse) at the time you completed your student aid application
- AND
- they will continue to get more than half their support from you from July 1, 1997 through June 30, 1998.

Write the names of all family members. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 1997 and June 30, 1998, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		Self	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0132. The time required to complete this information collection is estimated to average twelve minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Application and Pell Processing Systems Division, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, DC 20202-5453.

## C. Student's Tax Forms and Income Information

Independent

1. For non-tax filers and all tax filers (includes the 1996 IRS Form 1040, 1040A, 1040EZ, Telefile worksheet, a tax return from Puerto Rico or a foreign income tax return). If you did not keep a copy of the tax return, request an RTFTP printout or Letter 1722 from the Internal Revenue Service or a copy from your tax preparer.

- Check and attach signed tax return.
- Check and complete: signed tax return will be mailed to the school by \_\_\_\_\_ (date).
- Check here if you will not file and are not required to file a 1996 U.S. Income Tax Return.

2. Amounts received for child support and other untaxed income.

Sources of untaxed income	Amount

3. If you did not file and are not required to file a 1996 Federal income tax return, list below your employer(s) and any income received in 1996.

Sources (Use the W-2 form or other earnings statements.)	Amount

## D. Spouse's Tax Forms and Income Information (If student is married)

1. For non-tax filers and all tax filers (includes the 1996 IRS Form 1040, 1040A, 1040EZ, Telefile worksheet, a tax return from Puerto Rico or a foreign income tax return). If your spouse did not keep a copy of the tax return, request one from the Internal Revenue Service or from the tax preparer.

- Check and attach signed tax return.
- Check and complete: signed tax return will be mailed to the school by \_\_\_\_\_ (date).
- Check here if you will not file and are not required to file a 1996 U.S. Income Tax Return.

2. Amounts received for child support and other untaxed income.

Sources of untaxed income	Amount

3. If your spouse did not file and is not required to file a 1996 Federal income tax return, list below your spouse's employer(s) and any income received in 1996.

Sources (Use the W-2 form or other earnings statements.)	Amount

## E. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid 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 Date

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

**Do not mail this worksheet to your application processor. Take it to your Financial Aid Administrator. Don't forget your tax forms.**