

2009-2010 Financial Aid Verification Process

Instructions for Dependent Student

Your application was selected for review in a process called "Verification." In this process, we will compare information from your application with signed copies of your and your parent(s)' 2008 federal tax forms or other financial documents.

What you should do now:

1. Collect your and your parent(s)' **signed** financial documents. An acceptable federal tax return includes any one of the following 2008 forms which has been signed:
 - Federal IRS Form 1040, **signed**
 - Federal IRS Form 1040A, **signed**
 - Federal IRS Form 1040EZ, **signed**
 - Paper copy of a federal *e-file* return, **signed**.
 - Not IRS form 8453. It does not have enough information for verification.
 - Not IRS form 8879. IRS E-file Signature Authorization is not a tax return.
 - Tax return from Puerto Rico, **signed**
 - Foreign income tax return, **signed**, or
 - IRS tax return transcript, **signed**

If you did not keep a copy of the tax return, request a copy from your tax preparer. Or, call 1-800-829-1040 to request a tax return transcript from the Internal Revenue Service.
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2. Complete both pages of the Verification Worksheet and **sign page 2** – you and at least one parent. Do not leave any section incomplete.
3. Submit both pages of the completed, signed worksheet and signed copies of your and your parent(s)' federal tax forms to the **WIU Financial Aid Office, Sherman Hall 127, Western Illinois University, 1 University Circle, Macomb, IL 61455 (or fax to 309-298-2353)**.

Be aware that incomplete and/or unsigned forms will be returned to you to complete.

The law says we have the right to ask you for this information before awarding federal aid. We must review the information under the financial aid program rules (DFR Title 34, Part 668).

If there are differences between your application information and your financial aid documents, we may need to send corrections electronically to have your information reprocessed. If corrections are sent, you will receive a new Student Aid Report from the federal processor.

Contact the Financial Aid Office at FINANCIAL-AID@WIU.EDU or 309-298-2446 if you have questions.

2009-2010 Verification Worksheet for Dependent Student Federal Student Aid Programs at Western Illinois University

1. 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)

2. Household Information

•List *yourself below*:

Full Name	Age

•List *your parent(s) below*: If your parents are separated or divorced, include only the parent whose information you were required to provide on the financial aid application. If the parent you counted has married or remarried and you have a stepparent, you must include information about your stepparent **even if they were not married in 2008**.

Full Name	Date of Birth	Relationship to Student

•List your parent(s)' ***other children below*** if your parent(s) will provide more than half of their support from July 1, 2009 through June 30, 2010 or if the children would be required to provide parental information when applying for federal student aid.

•Include other people ***only*** if they now live with your parent(s) and get more than half of their support from your parent(s), **AND** will continue to get this support from July 1, 2009 through June 30, 2010.

•Write in the name of the college for those who will be attending college at least half-time between July 1, 2009 and June 30, 2010, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship to Student	Name of College, If Attending

Continue to next page

3. Tax Forms and Income Information

A. Student (check one box):

- My *signed* 2008 federal tax return is attached or will be submitted to the school by _____ (date)
- I will not file and am not required to file a 2008 federal income tax return.

List income below only if a tax return will not be filed.

Employers/Sources of Income (Use W-2 forms or other earnings statement)	Total Amounts Received in 2008
	\$
	\$

B. Parent (check one box):

- My parent(s)' 2008 federal tax return is attached or will be submitted to the school by _____ (date).
- My parent(s) will not file and are not required to file a 2008 federal income tax return.

List income below only if a tax return will not be filed.

Employers/Sources of Income (Use W-2 forms or other earnings statement) Include non-taxable combat pay from Box 12, Code Q on W-2.	Total Amounts Received in 2008
	\$
	\$

4. Other Income Information (Put a "0" in the items that do not apply.)

Student Don't leave blanks	2008 Sources of Untaxed Income	Parent Don't leave blanks
\$	Child Support received for all children. Don't include foster or adoption payments.	\$
\$	Workman's Compensation not taxed on the federal income tax return.	\$
\$	<i>Sum of:</i> <ul style="list-style-type: none"> • Untaxed portions of pensions from IRS Form 1040 –lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. • Also include 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. 	\$

5. Sign this Worksheet

By signing this worksheet, we certify that all the information reported to qualify for Federal student aid is complete and correct.
WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

 Student (signature required)

 Date

 Parent (signature required)

 Date

*Attach your and your parent(s)' signed tax forms and submit this worksheet to:
 Financial Aid Office, Sherman Hall 127, Western Illinois University, 1 University Circle, Macomb, IL 61455
 (Or fax to 309-298-2353).*