

2009-2010 Financial Aid Verification Process

Instructions for Independent Student

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

What you should do now:

1. Collect your (and your spouse's, if you are married) **signed** federal tax returns. An acceptable federal tax return includes any one of the following 2008 forms which you have 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 8870. 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**. Do not leave any section incomplete.
3. Submit both pages of the completed, signed worksheet and signed federal tax forms to the *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 Independent 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 spouse below, if you have one*: Do not include spouse if you are divorced, separated, or widowed.
- Write in the name of the college if your spouse 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.

Full Name	Age	College Spouse Is Attending

- List your *children below* if you provide more than half of their support from July 1, 2009 through June 30, 2010.
- Include other people **only** if they now live with you and get more than half of their support from you, **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 on 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) Include non-taxable combat pay from Box 12, Code Q on W-2.	Total Amounts Received in 2008
	\$
	\$

B. Spouse (check one box):

- I filed jointly with my spouse.
- My spouse's signed 2008 federal tax return is attached or will be submitted to the school by _____ (date).
- My spouse will not file and is 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.)

2008 Sources of Untaxed Income (Enter the combined amounts for you and your spouse, if married.)	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

Spouse (signature optional)

Date

*Attach your and your spouse'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).*