

# 2008~2009 Verification Worksheet

## Federal Student Aid Programs

Your application was selected for review in a process called "Verification." In this process, we will be comparing information from your application with signed copies of your 2007 Federal tax forms (and your spouse's if you are married, or parents' if you are considered dependent for Federal aid purposes). The law (34 CFR, Part 668) says we have the right to ask you for this information before awarding federal aid. If there are differences between your application and your financial documents, 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 all sections and sign this worksheet – (you and your parent, if you are required to provide their income information).
3. If you have questions concerning this worksheet, please contact the Centenary Financial Aid Office at 318/869-5137 or email to [finaid@centenary.edu](mailto:finaid@centenary.edu).
4. Bring, mail or fax (318/841-7266) the completed worksheet, tax forms, and any other requested documents to our office.
5. We will compare the information on these documents and make corrections if necessary.

### A. Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</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; (b) your children, if you will provide more than half of their support from July 1, 2008 through June 30, 2009; and (c) any 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, 2008 through June 30, 2009.

➔ **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; (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, 2008 through June 30, 2009, 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, 2008 through June 30, 2009.

***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, 2008 and June 30, 2009, 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>18</i>	<i>Sister</i>	<i>City University</i>
		Self	

**Over~~~~~>**

## C. Tax Forms and Income Information

- ➔ All tax filers (parents, stepparents and/or student) must submit a signed copy of all 2007 Federal Income Tax returns which includes the 2007 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record (with signature), 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. Press "2—Refund or Personal Tax Account" then Press "2—Personal Tax Account", follow the instructions until given the option to select a "tax return transcript" then follow the instructions.*

- ➔ Check the box for those people who *did not* and are not required to file a 2007 Federal Income Tax Return. List below the employer(s) and any income received in 2007 (use W-2 forms or other earning statements).

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

Name of Employer	Student's Income	Spouse or Parent(s) Income

- ➔ Both tax filers and non-tax filers must list any untaxed income received in 2007. Be sure to enter zeros if no funds were received. (See Worksheets A, B, and C of the Free Application for Federal Student Aid (FAFSA)). Failure to complete this section will delay the processing of your financial aid.

Student (spouse)	Calendar Year 2007	Parent(s) (step-parent)
	<b>FAFSA WORKSHEET A:</b>	
\$	Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps or subsidized housing.	\$
\$	Social Security benefits received, for all household members, that were not taxed.	\$
	<b>FAFSA WORKSHEET B:</b>	
\$	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 Form Box 12a through 12d, codes D, E, F, G, H, and S.	\$
\$	Child support received for all children. Don't include foster care or adoption payments.	\$
\$	Foreign income exclusion from IRS Form 2555—line 45 or 2555EZ—line 18	\$
\$	Credit for federal tax on special fuels from IRS Form 4136—line 20 (non-farmers only)	\$
\$	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.	\$
\$	Any other untaxed income or benefits not reported elsewhere, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don't include student aid, Workforce Investment Act educational benefits, or benefits from flexible spending arrangements, (e.g., cafeteria plans).	\$
\$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$XXXXXXXX
	<b>FAFSA WORKSHEET C:</b>	
\$	Child support <i>paid</i> because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household as reported on the front.	\$
\$	Taxable earnings from Federal Work-Study or other need-based work programs	\$
\$	Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income. Include AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$

## D. Sign This Worksheet

By signing this worksheet, I (we) certify 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.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Dependent Students Only)

\_\_\_\_\_  
Date

*Return to: Centenary College, Financial Aid Office, P.O. Box 41188, Shreveport, LA 71134-1188*