

# Hobart and William Smith Colleges

## Federal Student Aid Programs

### 2009-2010 Verification Worksheet

**Independent**

Your application was selected for review in a process called "Verification." In this process, information from your application is compared with signed copies of your (and your spouse's, if you are married) 2008 Federal tax forms, W-2 forms and 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, the financial aid administrator will send in corrections to your Student Aid Report (SAR), to have your information reprocessed.

**Try to complete verification as soon as possible, so that your financial aid won't be delayed.**

#### 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. Take the completed worksheet, tax forms, and any other documents required to the financial aid office.
5. Your financial aid administrator will compare information on the documents and make corrections on your SAR and send it back to the application processor, if needed.

*Hobart and William Smith Colleges 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
Permanent home 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; include:

- yourself (and your spouse, if you have one), and
- your children, if you provide more than half of their support from July 1, 2009 through June 30, 2010 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, 2009 through June 30, 2010.

Write the names of all family 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, 2009 and June 30, 2010, 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	Central University
		Self	HWS

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

Independent

- Check only one of the boxes below. Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of the tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.
  - Check here if you are attaching a **signed** copy of your tax return & W-2 forms.
  - Check here if you have already sent in your **signed** tax return & W-2 forms.
  - Check here if you will not file and are not required to file a 2008 U.S. Income Tax Return

- Funds received in 2008 for child support and other untaxed income. (See Worksheets A & B on the Free Application for Federal Student Aid - FAFSA)

Sources of untaxed income	Amount	Sources of untaxed income	Amount
Child Support	\$	Payments to tax deferred pension	\$
Social Security (non-taxed)	\$	Other untaxed income	\$
Welfare (including TANF)	\$		\$

- If you did not file and are not required to file a 2008 Federal income tax return, list below your employer(s) and any income received in 2008 and attach copies of your W-2s.

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

- Did you receive Federal Work Study (FWS) in 2008?  Yes  No  
If "YES," list the amount \$ \_\_\_\_\_ of FWS earnings you received in 2008 and attach W-2.

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

- Check only one box below. Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, 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 a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.
  - Check here if you are attaching a **signed** copy of your spouse's tax return & W-2 forms.
  - Check here and attach a **signed** copy of your spouse's tax return & W-2 forms if your spouse filed a separate return.
  - Check if you have already sent in your spouse's **signed** tax return & W-2 forms.
  - Check here if your spouse will not file and is not required to file a 2008 U.S. Income Tax Return

- Funds received for child support and other untaxed income. (See Worksheets A & B on the Free Application for Federal Student Aid)

Sources of untaxed income	Amount	Sources of untaxed income	Amount
Child Support	\$	Payments to tax deferred pension	\$
Social Security	\$	Other untaxed income	\$
Welfare (including TANF)	\$		\$

- If your spouse did not file and is not required to file a 2008 Federal income tax return, list below your spouse's employer(s) and any income received in 2008 and attach copies of the W-2s.

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

## E. Sign this Worksheet

By signing this worksheet, I (we) certify that the information reported on it is complete and correct. If married, spouse's signature is optional.

Student \_\_\_\_\_

Date \_\_\_\_\_

Spouse \_\_\_\_\_

Date \_\_\_\_\_

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.**

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