

# 2008-2009 VERIFICATION WORKSHEET

## DIVISION OF STUDENT FINANCIAL ASSISTANCE EASTERN KENTUCKY UNIVERSITY

CPO 59 – SSB 251  
521 Lancaster Ave  
Richmond, KY 40475

Phone: 859-622-2361 Fax: 859-622-2019

\*\*\*Deadline Dates for Submitting Forms\*\*\*

Fall Term – December 5, 2008; Spring Term – April 4, 2009; Summer 2008 – July 3, 2009

Your application has been selected for review /verification. The Division of Student Financial Assistance will be comparing information from your application (FAFSA) with this worksheet and your tax returns. The law states we have the right to ask you for this information before awarding federal aid. If there are differences between your application and the documents you submit, corrections may need to be transmitted to the federal processor. **Financial Assistance will not be awarded until the “verification” process is complete.**

**All forms must be received by the deadline date or your aid will not be processed.**

### WHAT YOU SHOULD DO

1. Collect your (and your spouse's or parents') financial documents (**SIGNED** 2007 federal income tax forms, W-2's, 1099's, etc).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete all sections of the worksheet and provide the required signatures (yours [and your parents', if applicable]).
4. Take or mail the complete worksheet, signed tax forms, and any other documents to the financial aid office.

### A: STUDENT INFORMATION

Student's Last Name	First	M.I.	EKU ID	Last 4 digits of SSN
Address (include apt. no.)			City	State
Date of Birth			Phone Number	

### B: FAMILY INFORMATION

**INDEPENDENT STUDENTS**

**List the people in your household.** Include: (A) yourself, (b) your spouse, if married (c) your children, if you or your spouse will provide more than half of their support from July 1, 2008 through June 30, 2009.

[Also write the name of the college for any family member who will be attending college at least half-time between July 1, 2008 and June 30, 2009, and will be enrolled in a degree or certificate program].

**DEPENDENT STUDENT**

**List the people in your parent's household.** Include: (a) yourself, (b) the parent(s) you live with (include step-parent), (c) your parents' other children **IF** your parents will provide more than half of their support from July 1, 2008 through June 30, 2009.

[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 or certificate program].

(ATTACH ANOTHER SHEET IF NECESSARY)

FULL NAME	AGE	RELATIONSHIP	COLLEGE ATTENDING
1.		SELF/STUDENT	EKU
2.			
3.			
4.			
5.			
6.			
7.			

## C: TAX FORMS AND INCOME INFORMATION

Note: Tax filers must include a **signed** copy of the 2007 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 a tax listing by calling 1-800-829-1040. *Form 8453 is not acceptable.* **\*\*The Telefile worksheet must be signed\*\***

Did you (student/spouse) file a 2007 Federal Tax Return?     Yes     No    If yes, attach a copy of your tax return and W-2.  
 Did you receive a W-2 from any employer?     Yes     No    If yes, attach a copy of the W-2.

### \*\*Dependent Students\*\*

\*Did your parent(s) file a 2007 Federal Tax Return?     Yes     No    If yes, attach a copy of the tax return and W-2.  
 \*Did your parent(s) receive a W-2 from any employer?     Yes     No    If yes, attach a copy of the W-2.

## D: NON-TAX FILER INFORMATION

If you (the student/spouse) or your parent(s) did not file a tax return, attach a copy of W2(s), and complete the information below:

Income earned from work: Use the W-2 or other earnings statements (Non-tax filers only)		
Employer(s)	Student/Spouse Amount	Parent(s) Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$

## E: OTHER FINANCIAL INFORMATION – LIST TOTAL YEAR AMOUNTS

Both tax filers and non-tax filers must complete this section. **Report zero if no funds were received.**

STUDENT/SPOUSE	REPORT TOTAL AMOUNTS RECEIVED FOR THE CALENDAR YEAR 2007	PARENT(S)
\$	Welfare benefits, including KTAP or TANF. Do not include food stamps.	\$
\$	Social Security Benefits, SSI, Disability received for all household members. (attach supporting Documentation, e.g. form SSA-1099)	\$
\$	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 in Boxes 12a-d with codes D, E, F, G, H, and S	\$
\$	Child support <b>received</b> for all children. Don't include foster care or adoption payments.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of payments).	\$
\$	Veterans' noneducation 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 on this form.	\$
\$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$
\$	Child support you <b>paid</b> because of divorce or separation or as a result of a legal requirement. Do not include support paid for children listed in section B of this form.  <b>Name and age of child(ren):</b>	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work Study and need based employment portions of fellowships and assistantships.	\$
\$	Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income, including AmeriCorps benefits.	\$

## F: SIGN THIS WORKSHEET

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. I also understand that if any of the information reported on this form is inconsistent with what I/we reported on the FAFSA, I/we may be required to submit additional documentation. **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 (Required if parent information was required on FAFSA)

Date