



**2011-2012 VERIFICATION WORKSHEET**  
Federal Student Aid Programs

Office of Financial Aid

**What is Verification?**

Your application was selected by the U.S. Department of Education for review in a process called "Verification". The Office of Financial Aid must compare information from your application with information you provide on this worksheet, signed copies of your 2010 Federal Income Tax Returns, including all schedules and W-2's and other financial documents. If you are married, you will need to submit your spouse's 2010 tax return. If you are considered dependent for Federal aid purposes, you will need to submit signed copies of your parents' 2010 tax returns. If there are differences between your application information and the documents you submit, your application may need to be reprocessed. Try to complete verification as soon as possible, so your financial aid won't be delayed. The Office of Financial Aid will not make any Federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.

**What you should do:**

1. Collect signed 2010 tax returns (including all schedules, attachments and W-2 forms) for yourself, your spouse (if married) or your parents (if dependent).
2. Fill in this worksheet – you and either your spouse (if married) or at least one parent (if dependent) must sign the certification.
3. Review the last page of your Student Aid Report (SAR) to see if you need to submit other documentation (such as default clearance letters, citizenship documentation, social security card, etc.)
4. Take the completed worksheet, tax forms, and any other documentation to the Office of Financial Aid in Shuster rm. 136.
5. Upon review by a financial aid counselor, you may be asked to submit additional documentation or your application may have to be reprocessed. Once the process of verification is complete and any necessary corrections made, you will be notified about your financial aid award(s).

**A. STUDENT AND FAMILY INFORMATION (print clearly)**

\_\_\_\_\_  
Last name                      First name                      M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address (include apt. #)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City                              State                              ZIP Code

\_\_\_\_\_  
Phone Number (include area code)

**INDEPENDENT STUDENTS:** (not required to provide parental income information on the FAFSA) List the people that you (and your spouse) will support between July 1, 2011 and June 30, 2012. Include yourself, your spouse, and your dependent children, even if they do not live with you. Include other people **only** if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2011 – June 30, 2012.

**DEPENDENT STUDENTS:** (required to provide parental income information on the FAFSA) List the people that your parents will support between July 1, 2011 and June 30, 2012. Include yourself, your parent(s) (including stepparent) and your parents' other children if (a) your parents provide more than half of their support or (b) 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 parents and receive, and will continue to receive, more than half their support from them between July 1, 2011 and June 30, 2012.

Write the names of all household members including **yourself**. Also write the name of the college for any household member, **excluding your parents**, who will be attending college at least half-time between July 1, 2011 and June 30, 2012 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Name	Age	Relationship	College
		<b>Self</b>	<b>Lehman College</b>

## B. TAX FORMS AND INCOME INFORMATION

1. For all tax filers whose financial information was (or should have been) reported on your application, please check below and attach signed copies of their 2010 Federal Income Tax Returns (includes the 2010 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return along with all schedules, attachments and W-2 forms).

You       Your spouse       Your father       Your mother

*If you and/or your parents filed a tax return but no longer have a copy you should request a copy from your tax preparer. If your tax return preparer is not able to assist you or if the tax return was self prepared, a transcript of the tax return can be obtained from the IRS by calling 1-800-829-1040, selecting option 2 and following the verbal prompts. For more information on ordering a tax return transcript, go to:*

**<http://www.ifap.ed.gov/eannouncements/attachments/0507IRSChangeAtt.pdf>**

2. For all non-tax filers whose financial information was (or should have been) reported on your application, please check below and report, in the spaces provided, all 2010 income earned from work.

You       Your spouse       Your father       Your mother

Name of Employer	Student Amount	Spouse or Parent Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$

3. Both tax filers and non-tax filers must list any untaxed income received in 2010.

2010 Untaxed Income	Student Amount	Spouse or Parent Amount
Child Support	\$	\$
Untaxed Pensions	\$	\$
Worker's Compensation	\$	\$
Other (please specify)	\$	\$

## C. CERTIFICATION

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. (If dependent, at least one parent must sign; if married, spouse's signature is optional)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

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

**The Financial Aid Office at Lehman College must review the requested information, under the financial aid program rules (34 CFR part 668).**

