

Office of Financial Aid

2011-2012 VERIFICATION WORKSHEET

Federal Student Aid Programs

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:

- 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.
- 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).

Last name	First name	M.I.		Social Security Number	
Address (include a	pt. #)			Date of Birth	
City	State	ZIP Code		Phone Number (include area code)	
				e information on the FAFSA) List the purcle of the purchastion on the FAFSA) List the purchast the properties of the pro	
DEPEN your parents will parents' other ch parental informat receive, and will	en, even if they do not live poort and will continue to support and will continue to support between July 1, ildren if (a) your parents tion when applying for Fe continue to receive, more	re with you. Include other provide more than half required to provide pare 2011 and June 30, 2012 provide more than half orderal Student Aid. Include than half their support	er people only if their support from their support from their support or their between them between their support or their	hey now live with you and you provided by July 1, 2011 – June 30, 2012. mation on the FAFSA) List the people of the standard standard standard for (b) the children would be required to comply if they now live with your parents then July 1, 2011 and June 30, 2012.	that t) and you provide and
DEPEN your parents will parents' other ch parental informat receive, and will Write the names excluding your	en, even if they do not live poort and will continue to support and will continue to support between July 1, ildren if (a) your parents tion when applying for Fe continue to receive, more of all household member	re with you. Include other provide more than half required to provide pare 2011 and June 30, 2012 provide more than half of deral Student Aid. Include than half their support it is including yourself. Alsonding college at least half	er people only if their support from ental income infor 2. Include yourse of their support or ide other people of from them between lso write the namalf-time between	they now live with you and you provided by July 1, 2011 – June 30, 2012. Impact of the people of the people of the college for any household me July 1, 2011 and June 30, 2012.	that t) and you provide and
DEPEN your parents will parents' other ch parental informat receive, and will Write the names excluding your	en, even if they do not live poort and will continue to the support and will continue to the support between July 1, ildren if (a) your parents tion when applying for Fe continue to receive, more of all household member parents, who will be atterned.	re with you. Include other provide more than half required to provide pare 2011 and June 30, 2012 provide more than half or deral Student Aid. Include than half their support for including yourself. Also and program. If you need	er people only if their support from ental income infor 2. Include yourse of their support or ide other people of from them between lso write the namalf-time between	they now live with you and you provided by July 1, 2011 – June 30, 2012. Impact of the people of the people of the college for any household me July 1, 2011 and June 30, 2012.	that t) and you provide and

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). 1 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 applica	tion,
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).

LEHMAN COLLEGE OFFICE OF FINANCIAL AID 2011-2012 I.S.I.R. CORRECTION CERTIFICATION STATEMENT

DOB:

S.S.#

NAME:

	Last	First	_ = = = = = = = = = = = = = = = = = = =
		CERTIFICATION S	TATEMENT ON REFUNDS AND DEFAULTS
be TI (1 (2 (3 (4 (5	est of my know his information) Any federinstitution of the limiting institution in limiting institution of l	quested by me via this Instituledge. If asked, I agree to may include my U.S. or state and/or state student finat higher education. receive a Federal Pell Gran in default of a federal studer owe money on a federal studer owe money on a federal studer owe that the Secretary of Edwith Internal Revenue Service.	utional Student Aid Report Change Form are true and complete to the provide information that will verify the accuracy of my completed form. e income tax forms. Also I certify to the following: ncial aid will be used only to pay the cost of attending an at for more than one school for the same period of time. In the loan or have made satisfactory arrangements to repay. It dent grant or have made satisfactory arrangements to repay it. If the federal student loan.
Student: Parent:			
ai eiii.			
		Add	litional Counselor Notes:
Do not w	vrite belowOffice of	Financial Aid Use OnlyDo not write b	elowOffice of Financial Aid Use OnlyDo not write belowOffice of Financial Aid Use Only
	COUNSELOR'S N	IOTES	PELL COORDINATOR'S NOTES
		LAP: LWP:	New Trans#: Old EFC: New EFC: Input Processing Date:/
COUNSEL	OR'S SIGNATURE	DATE	 Initials: