



**2009-2010
VERIFICATION WORKSHEET - DEPENDENT**

Student:

First Name: _____ Last Name: _____ Student ID #: _____

Your application was selected by the U.S. Dept. of Education for review in a process called “**verification**”. In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form and with **signed** copies of your 2008 federal tax forms. If there are differences between your application and the documents you have submitted, corrections may need to be made through the Department of Education.

What you should do:

1. Collect your financial documents (**signed** Federal Income Tax forms, W-2, etc.).
2. **Complete and sign the worksheet.**
3. Contact us if you have questions about completing this worksheet.
4. Bring or mail requested tax forms and any other documents to the Financial Aid Office.

Student’s Tax Forms and Income Information

Check one box only. 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, you must request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.

ALL TAX RETURNS MUST BE SIGNED.

- Check here if you are submitting your **signed** tax return with W-2s and all schedules immediately.
- Check here if **signed** tax return(s) will be submitted at a later date; _____ (indicate date available).
- Check here if you will not file and are not required to file a 2008 U.S. Income Tax Return.

Funds received for child support and other untaxed income. (See Worksheet A & B of the Free Application for Federal Student Aid-FAFSA). **If none of these apply please enter 0 in all spaces.**

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$	d.	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Welfare (including TANF)	\$	f.	\$

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 (use the W-2 form or other earning statements, if available).

Sources	2008 Amount



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We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible to avoid delay.

By signing this form I declare that all information on this form is true and correct and all sources of income have been reported to the best of my knowledge. I understand that I will be responsible for returning all student financial aid monies received due to inaccurate, false, or misleading information being provided on this form and/or any other documents submitted to the Financial Aid Office. In addition, I understand that the Embry-Riddle Aeronautical University reserves the right to assume standard levels of income in certain situations.

Student Signature_____
Date