



# Institutional Verification Worksheet

## Award Year 2009-2010

**Student Financial Aid & Scholarships**  
 P. O. Box 629  
 Grambling, LA 71245  
 Toll Free: 800-761-8077  
 Office: 318-274-6056  
 Fax: 318-274-3358  
 www.gram.edu

### DEPENDENT

Your application was selected for a review in a process called verification to confirm the accuracy of the information that you provided on your FAFSA. We need yours and your parent(s)' 2008 federal income tax forms. The law says the school has the right to ask you for this information before awarding Federal aid. If there are differences between your application and submitted documents, corrections may need to be submitted. It is important that you complete the verification process by the June 1, 2009 deadline in order to avoid a delay in determining your financial aid. Your school must review the requested information under the Financial Aid Program Rules (34CFR, Part 668).

Complete this verification form and submit it to the Financial Aid office as soon as possible, so that your financial aid won't be delayed. Your Financial Aid Counselor will assist you.

**Processing of your financial aid application cannot be completed without your completed Verification Worksheet and signed Federal income tax returns.**

### WHAT YOU SHOULD DO:

1. Collect yours and your parent(s)' signed 2008 federal income tax forms.
2. Talk to your Financial Aid Counselor if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, 2008 tax forms, and any other documents requested to the GSU Financial Aid Office.
5. The Financial Aid Office will compare information you submitted on your FAFSA and make the necessary corrections.

### SECTION A – STUDENT INFORMATION

Last Name	First Name	M.I.	Social Security Number
Address (include Apt. No.)			Date of Birth
City	State	Zip Code	Phone number (include area code)

### SECTION B – FAMILY INFORMATION

List people in your parent's household, including:

- Yourself, your parent(s) (including stepparent) even if you don't live with your parents, and
- Your parents' other children, if they provide more than half of their support from July 1, 2009 through June 30, 2010; and
- Any other people if they now live with your parent(s), and your parents provided 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 household members.** Also write the name of college for any family member who will be attending at least halftime between July 1, 2009 and June 30, 2010, and will be enrolled in a degree or certificate program. **If you need more space, attach a separate sheet.**

Full Name	Age	Relationship	College
Martha Jones (example)	24	Sister	Grambling State University
		Self	

**SECTION C – STUDENT’S TAX FORMS AND INCOME INFORMATION (ALL APPLICANTS)**

1. **Check one box only.** Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax record, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of the tax return, call the IRS at 1-800-829-1040 or request a copy from your tax preparer.

- Check and attach a signed tax return.
- Check if a signed tax return will be submitted to the school by \_\_\_\_\_ (date).
- Check here if you will not file and are not required to file a 2008 U. S. Income Tax Return.

2. **List items reported in question 47 of the Free Application for Federal Student Aid (FAFSA) in this section.** These items should include funds received for child support, military allowances, clergy housing and living allowances and other untaxed income.

Source of Untaxed Income	2008 Amount	Source of Untaxed Income	2008 Amount
a. Child Support Received	\$	d.	\$
b. Workman’s Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. **If you did not file and are not required to file a 2008 Federal Tax return, list below your employer(s) and any income received in 2008 (use W-2 or other earnings statements, if applicable). Attach a copy of this documentation with this form.**

Sources	2008 Amount	Sources	2008 Amount
	\$		\$
	\$		\$

4. **List items reported in question 46 of the Free Application for Federal Student Aid (FAFSA) in this section.** These items should include Education Credits, Child Support Paid, Taxable earnings from Federal Work-Study, or other need-based work programs, student grants, scholarships, fellowships, and assistantships, including AmeriCorps awards that were reported in your adjusted gross income.

Sources	2008 Amount	Sources	2008 Amount
Education Credits	\$	Work-Study	\$
Child Support Paid	\$		\$

**SECTION D – PARENT(S)’ TAX FORM AND INCOME INFORMATION**

1. **Check one box only.** Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax record, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of the tax return, call the IRS at 1-800-829-1040 or request a copy from your tax preparer.

- Check and attach a signed tax return.
- Check if a signed tax return will be submitted to the school by \_\_\_\_\_ (date).
- Check here if you will not file and are not required to file a 2008 U. S. Income Tax Return.

2. **List items reported in question 95 of the Free Application for Federal Student Aid (FAFSA) in this section.** These items should include funds received for child support, military allowances, clergy housing and living allowances and other untaxed income.

Source of Untaxed Income	2008 Amount	Source of Untaxed Income	2008 Amount
a. Child Support	\$	d.	\$
b. Workman’s Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. **If you did not file and are not required to file a 2008 Federal Tax return, list below your employer(s) and any income received in 2008 (use W-2 or other earnings statements, if applicable). Attach a copy of this documentation with this form.**

Sources	2008 Amount	Sources	2008 Amount
	\$		\$
	\$		\$

4. **List items reported in question 94 of the Free Application for Federal Student Aid (FAFSA) in this section.** These items should include Education Credits, Child Support Paid, Taxable earnings from Federal Work-Study, or other need-based work programs, student grants, scholarships, fellowships, and assistantships, including AmeriCorps awards that were reported in your adjusted gross income.

Sources	2008 Amount	Sources	2008 Amount
Education Credits	\$	Work-Study	\$
Child Support Paid	\$		\$

**SECTION E – SIGN THIS WORKSHEET**

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

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

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

Please send your documents to:  
 Grambling State University  
 Financial Aid & Scholarships  
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 Fax: 318-274-3358