



Student Name: \_\_\_\_\_

WIN #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**2009-2010 Dependent Verification Worksheet**

Your application was selected for review in a process called "Verification". In this process, Western will be comparing information from your Student Aid Report (SAR) with signed copies of yours and your parents' 2008 Federal tax forms and/or other financial documents. Federal law requires that this be done before awarding federal aid. If there are differences between your application information and your financial documents, it may be necessary for our office to make corrections electronically through the federal processor. The corrections may result in an increase or decrease in your eligibility for financial aid programs.

**What you should do** - Complete this worksheet (**ALL SECTIONS**), attach **signed** copies of yours and your parents' 2008 Federal income tax returns, sign this form and submit all documents to Western's financial aid office. **Your documentation must be received in our office at least 30 days prior to your last date of enrollment for the 2009-10 school year (June 25, 2009 – June 23, 2010).**

**SECTION A: PARENT'S HOUSEHOLD SIZE:**

List the people in your parents' household, include:

- yourself and your parents (including stepparent) even if you don't live with your parents, and
- your parent's other children even if they don't live with your parents, if (a) your parents will provide more than half of their support from July 1, 2009 through June 30, 2010, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- other people if they now live with your parents, and your parents provide 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

Print the name, age, and relationship of each household member. Also print the name of the college for any household member, excluding your parents, who will be attending college at least half time between July 1, 2009 and June 30, 2010 in a degree, diploma or certificate program.

NAME	AGE	RELATIONSHIP	NAME OF COLLEGE
1.		Student	Western Michigan University
2.			
3.			
4.			

**If you need more space, attach a separate page**

**SECTION B: INCOME INFORMATION** (Student and parents fill out this section)

**TAX FILERS** – If you or your parents filed a 2008 Federal Income Tax Return (Form 1040, 1040A, 1040EZ, or Forms 8879 or 8453 with signed printout of tax information), **attach signed copies of the front and back of the tax return.** (If you have already submitted the tax return, indicate date submitted \_\_\_\_\_). Write the student's name and WIN number on the top of each attached page. If your parents have filed separate tax returns, please attach a copy of each tax return. If your parent is re-married at the time the FAFSA was signed, we need step-parent information also. *If you need a copy of your federal tax return, call IRS at 1-800-829-1040 and request a "Tax Return Transcript".* **Note:** If you or your parents are required to file a tax return but have not yet filed, please submit this completed form and your tax return as soon as you have filed (note: your aid will not be processed until the Tax Return has been received). State Income Tax Returns are not acceptable and will not be processed.

**See Next Page for more information**

Student Name: \_\_\_\_\_

WIN #: \_\_\_\_\_

**NON-TAX FILERS ONLY Complete the box below if you are not filing a tax return:**

- I (the parent) will not be filing a 2008 Federal Income Tax Return because I am not required by the IRS to file a tax return. List your income in the table below.
- I (the student) will not be filing a 2008 Federal Income Tax Return because I am not required by the IRS to file a tax return. List your income in the table below.

Sources of Income or Taxable benefits for 2008 non tax filers	Parents (yearly amount)	Student (yearly amount)
Employment	\$	\$
Retirement, Pensions, Annuity Income	\$	\$
Unemployment	\$	\$
Other:	\$	\$

**SECTION C: WORKSHEET INFORMATION** (Student and parents fill out this section)

**ADDITIONAL FINANCIAL INFORMATION:** Do not leave any blanks; use zero "0" or N/A if not applicable.

Income Exclusions during 2008 Year	Parents (yearly amount)	Student (yearly amount)
Child support <u>paid</u> because of divorce or separation. Don't include support for children in your household.	\$	\$
Taxable earnings from Federal Work-Study or other need-based work programs that was reported to IRS <u>in your adjusted gross income</u> .	\$	\$
Student grant, scholarship, fellowship, assistantship and AmeriCorps aid reported to IRS <u>in your adjusted gross income</u> .	\$	\$
Combat pay or special combat pay. Enter the amount that was taxable and included <u>in your adjusted gross income</u> . Combat pay is reported on your W-2 in Box 12, Code Q	\$	\$

**UNTAXED INCOME:** Do not leave any blanks; use zero "0" or N/A if not applicable.

Other Sources of 2008 Year Untaxed Income	Parents (yearly amount)	Student (yearly amount)
Payments to tax-deferred pension and savings plans including but not limited to amounts reported on the <u>W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S</u>	\$	\$
Child support <u>received</u> for all children. Don't include foster or adoption payments.	\$	\$
Housing, food, & other living allowances paid to members of the military, clergy & others (including cash payments and cash value of benefits).		\$
Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances		\$
Other untaxed income not reported such as worker's compensation, disability, etc.		\$
Money, received, or paid on your behalf (e.g. bills) not reported elsewhere on this form	\$ XXXXXXX	\$

**SECTION D: STUDENT AND PARENT SIGNATURE CERTIFICATION:** (Student and parents fill out this section)

By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. I (we) further understand that purposely giving false or misleading information regarding eligibility for Federal or State aid may result in fines, jail terms or both. **Both signatures are required!**

Student Signature	Date	Parent Signature	Date
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Please check before mailing. Did you include your SIGNED tax return? Write the student's name and WIN on the top of each page? Complete the address portion at the top of page one? Missing information may delay the processing of your aid package.

Please mail documents to: Western Michigan University, Student Financial Aid,  
1903 West Michigan Avenue, Kalamazoo, MI 49008-5337