



# 2009-2010 VERIFICATION WORKSHEET

Office of Financial Aid

**INDEPENDENT**

P. O. Box 261954 ● Conway, South Carolina 29528-6045

(843) 349-2313 ● Fax: (843) 349-2347 ● www.coastal.edu/financialaid

Your FAFSA application was selected for review by the government in a process called "Verification." CCU is required to compare information from your FAFSA with *signed* copies of your (and your spouse's, if you are married) 2008 Federal tax returns or W-2 forms and other requested financial documents. Federal regulations require that all verification be completed before awarding Federal aid. If there are differences between your FAFSA and your financial documents, corrections may need to be made. Complete this verification form and submit it along with your other documents to our office to avoid delay in the awarding of your financial aid.

**\*\*\*Please allow 2 to 3 weeks for processing. Please note the processing time may be longer during peak times.\*\*\***

### What You Should Do

1. Collect your (and your spouse's) financial documents (signed Federal income tax returns, W-2 forms, etc.).
2. Complete and sign the verification worksheet.
3. Submit the completed worksheet, tax returns, and any other requested documents to our office.
4. Ask questions if you are unsure how to complete these forms.

**\*\*\*If any item is left blank or unsigned, this form may be returned to you.\*\*\***

## SECTION A: STUDENT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
 SSN/ID \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address (include apt. no.) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Permanent Number (\_\_\_\_\_) \_\_\_\_\_ Student Cell Number (\_\_\_\_\_) \_\_\_\_\_  
 E-mail address \_\_\_\_\_

## SECTION B: FAMILY INFORMATION

List the people in your household, including:

- Yourself and your spouse if you have one, and;
- Your children, if you will provide more than half of their support from July 1, 2009 through June 30, 2010, even if they do not live with you, and;
- Other people if they now live with you and you provide for 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 family members. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2009 and June 30, 2010 and will be enrolled in a degree or certificate program.

Full Name	Age	Relationship	College (attending 2009/2010)
<i>Example: Jane Doe</i>	5	<i>Daughter</i>	
		Self	Coastal Carolina University

If more than six (6) family members, check here  and continue on a separate sheet of paper.

1. 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, request a copy from your tax preparer or a copy of an Internal Revenue Service Form that lists tax account information.
- Check and attach **signed** tax return.
  - Check here if you will not file and are not required to file a 2008 U.S. Income Tax Return.
- NOTE: If a tax return is not filed, please submit the Student Non-filer's Affidavit.

**SECTION D: SPOUSE'S TAX FORMS AND INCOME INFORMATION (IF STUDENT IS MARRIED)**

1. 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, request a copy from your tax preparer or a copy of an Internal Revenue Service Tax Transcript that lists tax account information.
- Check here if you are attaching a signed copy of your and your spouse's joint tax return.
  - Check here and attach spouse's signed tax return if our spouse filed a separate return.
  - Check here if your spouse will not file and is not required to file a 2008 U.S. Income Tax Return.
- NOTE: If a tax return is not filed, please submit the Student Non-filer's Affidavit.

**SECTION E: STUDENT'S AND SPOUSE'S UNTAXED INCOME INFORMATION**

Enter all of the following that apply to you and/or your spouse. *If any do not apply, enter "0". Do not leave blank.*

- \$ \_\_\_\_\_ Payments to tax deferred pension and savings plan (paid directly or withheld from earnings), including amounts reported on the W-2 Form in Box 12a through 12d, codes D,E,F,G,H, and S.
- \$ \_\_\_\_\_ IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS form 1040-total of lines 28 + 32 or 1040A-line 17.
- \$ \_\_\_\_\_ Child support **received** for all children for the year. Don't include foster care or adoption payments.
- \$ \_\_\_\_\_ Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b.
- \$ \_\_\_\_\_ Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b). Exclude rollovers. If negative, enter zero here.
- \$ \_\_\_\_\_ Untaxed portion of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b) excluding rollovers. If negative, enter zero here.
- \$ \_\_\_\_\_ Housing, food, and other living allowances paid to members of the military, clergy, and 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 or benefits not reported elsewhere on this form, such as Worker's compensation, disability, etc. DON'T include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if you are not a tax filer), benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.
- \$ \_\_\_\_\_ Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.

**SECTION F: SIGN THIS WORKSHEET**

By signing this worksheet, I/we certify that all information reported is complete and accurate.

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Spouse Date

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