

Please mark this box if you plan to attend school during **Summer 2009**.



2009-2010 Verification Worksheet

Student Name: _____ Student I. D. Number: _____

Why did you receive this letter?

Your 2009-2010 Free Application for Federal Student Aid (FAFSA) was selected for Verification by Kent State University. Therefore, it is necessary to check the accuracy of the data you provided on your 2009-2010 FAFSA. To continue the processing of your financial aid eligibility, you must complete and return this Verification Form, along with all requested documentation, to the Student Financial Aid Office. If you fail to submit all requested information, you will not be eligible to receive federal financial aid as a Kent State University student. Your prompt response will result in continued processing of your application.

What is Verification?

Verification is a process governed by federal regulations and is used to ensure that the information applicants report on the FAFSA is accurate. Your signature on the FAFSA indicates your willingness to provide documentation if it is requested. Participation in the Verification process is not optional. In order to be considered for the Federal Pell Grant, the deadline to submit all requested information is 120 days after the student's last date of attendance during the 2009-2010 academic year (or the 2009-2010 federal deadline, which ever comes first). To be considered for all other federal aid programs, including Federal Direct Student Loans and the Federal PLUS Loan, the deadline is 30 days prior to the end of the last semester the student attends during the 2009-2010 academic year. Students and their families are strongly encouraged to submit all requested information to the Student Financial Aid Office as quickly as possible.

What programs are affected?

- | | |
|--|---------------------------------|
| a. Federal Pell Grant | |
| b. William D. Ford Federal Direct Loan programs (including PLUS) | e. Federal Work Study |
| c. Federal Supplemental Educational Opportunity Grant | f. Federal SMART and ACG Grants |
| d. Federal Perkins Loan | g. Federal Teach Grant |

How do I complete the required forms?

- Do not leave the answer to any question blank. Indicate zero or Not Applicable (N/A), if appropriate.
- Tax filers must submit copies of all 2008 W-2's from all employers and **SIGNED** copies of 2008 federal tax returns with all pages and schedules attached. Electronic filing statements are acceptable provided they are **signed**. State tax documents and electronically filed tax returns (forms 8453 and 8879) are not acceptable.
- Non-tax filers must submit copies of all 2008 W-2's from all employers, list other sources of income and sign the Non-Tax Filers Statement in Section 3 of this form.
- Provide required signatures in Section 5. Dependent students must include at least one parent's signature. Married students must include their spouse's signature.
- Please contact the Student Financial Aid Office if you have any questions or concerns.

What happens after Verification is complete?

The Verification process generally takes approximately two weeks from the date the Student Financial Aid Office receives **all** the requested information. You will receive notification from the Student Financial Aid Office that indicates when the Verification process is complete and you will receive a Financial Aid Award Letter outlining your financial aid awards. If you were already awarded federal or state financial aid and your financial aid eligibility changes as a result of Verification, you can review the changes to your financial aid awards on Flashline (<http://flashline.kent.edu>).

STUDENT FINANCIAL AID OFFICE

PO Box 5190 • Kent, OH 44242-0001 • 330-672-2972 • FAX 330-672-4014 • finaid@kent.edu

www.sfa.kent.edu

VF-VFWKSD/VFWKSI-10

SECTION 1: HOUSEHOLD INFORMATION ~ LIST ALL MEMBERS IN YOUR HOUSEHOLD

DEPENDENT STUDENT: List the people in your parents’ household. Include yourself (the student); your parents; your parents’ other children if your parents will provide more than half of their support between July 1, 2009 – June 30, 2010; and any other people that now live with your parents and your parents will provide more than half of their support, and your parents will continue to provide more than half their support between July 1, 2009 – June 30, 2010.

INDEPENDENT STUDENT: List the people in your household. Include yourself; your spouse; your children if you will provide more than half their support between July 1, 2009 – June 30, 2010; and any other people that now live with you that you provide more than half their support, and will continue to provide more than half their support between July 1, 2009 – June 30, 2010.

NAME	RELATIONSHIP	DATE OF BIRTH	NAME OF COLLEGE
1. _____	<u>SELF</u>	_____	<u>Kent State University</u>
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

SECTION 2: TAX FILERS: Please submit the following documents

DEPENDENT STUDENT: Submit a copy of your and your parents’ **signed** 2008 federal income tax return and copies of all 2008 W-2 forms from all employers.

INDEPENDENT STUDENT: Submit a copy of your and your spouse’s **signed** 2008 federal income tax return and all copies of 2008 W-2 forms from all employers.

If you cannot locate your federal tax return, you can obtain a copy by calling the IRS at 1-800-829-1040 and request a tax transcript. You can also visit the IRS website at www.irs.gov. State tax documents and electronically filed tax returns (Form 8453 and 8879) are not acceptable.

SECTION 3: NON-TAX FILERS

Complete this section **ONLY** if the student, spouse, or student’s parent(s) (dependent students only) did not file and will not file a 2008 federal income tax return. Attach all 2008 W-2 forms from all employers.

_____	Student’s 2008 source of income earned from work	_____	Total Income Earned
_____	Student’s Spouse’s 2008 source of income earned from work	_____	Total Income Earned
_____	Parent(s) / Stepparent’s 2008 source of income earned from work	_____	Total Income Earned

NON-TAX FILERS MUST SIGN THE FOLLOWING STATEMENT:

I have not filed, I am not required to file, and will not file a 2008 U.S. federal income tax return.

_____	Student Signature	_____	Date	_____	Student’s Spouse Signature	_____	Date
_____	Father/Stepfather Signature	_____	Date	_____	Mother/Stepmother Signature	_____	Date

SECTION 4: INCOME INFORMATION

Do not leave any question in this section blank. Enter "0" or "NA" (not applicable) if no income was received from one of the sources listed below.

NOTE: YOU MUST PROVIDE REQUIRED DOCUMENTATION

Student/Spouse		Parent(s)/Stepparent
\$ _____	<p>Taxable Combat Pay.</p> <p>Documentation Required: Only include amount that was taxable and included in your Adjusted Gross Income. Combat pay is reported on your 2008 W-2 in Box 12, letter Q.</p>	\$ _____
\$ _____	<p>Child support paid because of divorce or separation. Don't include support for children in your (or your parents') household.</p> <p>Documentation Required: Statement from the Bureau of Child Support or a copy of your Separation Agreement/Divorce Decree showing amount paid in 2008.</p>	\$ _____
\$ _____	<p>Child Support received for all children. Don't include foster care or adoption payments.</p> <p>Documentation Required: Statement from the Bureau of Child Support or a copy of your Separation Agreement/Divorce Decree showing amount received in 2008.</p>	\$ _____
\$ _____	<p>Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.</p> <p>Documentation Required: Statement from your chapter showing amount received in 2008.</p>	\$ _____
\$ _____	<p>Any other untaxed income or benefits not reported elsewhere. Examples include but are not limited to: worker's compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, combat pay not included in AGI on tax return (tax filers only).</p> <p>DO NOT 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.</p> <p>Documentation Required: Statement from the agency providing the funds. Combat pay is reported on 2008 W-2 in Box 12, letter Q.</p>	\$ _____

SECTION 5: CERTIFICATION

This form must be signed by the student and their spouse (if independent), or by the student and at least one parent (if dependent). **By signing this worksheet I (we) certify that all the information reported on it is complete and correct.**

Student Signature

Date

Student's Spouse Signature (if applicable)

Date

Parent/Stepparent Signature (if student is dependent)

Date

