

Dear Parents and Student,

Thank you for submitting your Free Application for Federal Student Aid (FAFSA) information for the 2009-2010 academic year. Your FAFSA application has been processed and was selected by the federal processor for a review process called verification.

PLEASE READ THESE DIRECTIONS CAREFULLY!!

If parents are separated/divorced, please provide information only for the parent with whom the student lived the most during the past year. If that parent is remarried, include information on the stepparent.

The following documents must be sent to our office for the verification process:

- ___ ***Copy** of parents' 2008 **Federal** Income Tax Return
(include Schedules C and F if applicable) **signed by parent**

- ___ **All** copies of parents' W-2 and/or 1099-MISC forms from 2008

- ___ ***Copy** of student's 2008 **Federal** Income Tax Return
(include Schedules C and F if applicable) **signed by student**

- ___ **All** copies of student's W-2 and/or 1099-MISC forms from 2008

- ___ Completed and **signed** Verification Worksheet (enclosed)

* If you do not have a copy of your tax return, request a copy from your tax preparer or inquire about a tax transcript from the IRS by calling (800) 829-1040. **Tax transcripts must be signed by filer and show detailed line item information.** If you are missing W-2/1099-MISC form(s), request a copy from your tax preparer or request a "reissued" copy from each employer you worked for in 2008.

Please forward the requested information to our office as soon as possible. Our office will contact you via e-mail or personal letter if there is a discrepancy between the tax returns, W-2/1099-MISC forms, verification worksheet, and the information reported on the FAFSA. Corrections to FAFSA data are sent electronically by our office to the federal processor. Allow two weeks for our office to receive the corrected FAFSA data back from the federal processor. If applicable, a revised award letter will be sent within one week of receipt of the corrected FAFSA results.

****Please do not send State tax returns. These are not needed for the verification process.****

The verification process must be completed before any financial aid can be paid to the student's account for the 2009-2010 school year.

Please contact our office if we can be of assistance by calling (218) 723-6047 or (800) 447-5444 ext. 6047. Thank you for your cooperation.

**College of St. Scholastica
Attn: Financial Aid Service Center
1200 Kenwood Avenue
Duluth, MN 55811
FAX – (218) 733-2229**

3. ATTACH 2008 FEDERAL TAX FORMS AND W-2/1099-MISC FORMS:

STUDENT

If you **did not file taxes in 2008, check this box and attach all W-2/1099-MISC forms.

*W-2/1099-MISC forms must still be sent even if you did not file.

PARENTS

If your parents **did not file taxes in 2008, check this box and attach all W-2/1099-MISC forms.

*W-2/1099-MISC forms must still be sent even if your parent(s) did not file

**** Student and parents must complete the section below even if all the answers are zero. ****

UNTAXED INCOME AND BENEFITS FROM 2008	PARENTS	STUDENT
Payments to tax-deferred or sheltered pension and savings plans (paid directly or withheld from earnings). This includes untaxed portions of 401 (k) and 403 (b) plans. These amounts are reported on W-2 Forms, Boxes 12a-d, codes D, E, F, G, H, and S.	\$	\$
Child support received in 2008: \$ _____ per month x _____ months = _____	\$	
Workers Compensation: \$ _____ per month x _____ months = _____	\$	\$
Living expenses paid on the student's behalf by someone other than the parents: (examples: rent, utility bills, grocery bills, etc.)		\$
Other untaxed income: <i>examples: Military BAQ payments (from the 2008 LES statement), SSI, disability, housing allowances for clergy, untaxed portions of capital gains, interest income on Education IRA's, etc.</i> List which type: _____	\$	\$

➤ Did your parents **pay out** child support in 2008? If yes, for whom? (list names) _____
(Do not include support for children listed as members of your household on the front of this worksheet.)

Yes No If yes, \$ _____ per month x _____ months = _____

➤ Did you earn wages through a Federal or State Work-Study program in 2008? Yes No
If yes, list the amount of "Need-Based" earnings: \$ _____

4. 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, we certify that all the information reported is complete and correct.

Student: _____ Date: _____

Parent: _____ Date: _____

(Incomplete forms will be returned and may result in a delay to your financial aid)