

Dear 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.

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

- \_\_\_ **\*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
  
- \_\_\_ **\*Copy** of spouse's (if applicable) 2008 **Federal** Income Tax Return  
(include Schedules C and F if applicable) **signed by spouse**
  
- \_\_\_ **All** copies of spouse's (if applicable) W-2 and/or 1099-MISC forms from 2008
  
- \_\_\_ Completed and **signed** Verification Worksheet

\* 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 your student 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. Thank you for your cooperation.

<p><b>College of St. Scholastica</b> <b>Attn: Financial Aid Service Center</b> <b>1200 Kenwood Avenue</b> <b>Duluth, MN 55811</b> <b>FAX – (218) 733-2229</b></p>
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# 2009-2010 Verification Worksheet Independent Student

*Verification must be completed before  
any financial aid can be paid to your student account.*

## 1. TELL US ABOUT YOURSELF:

Last name \_\_\_\_\_ First name \_\_\_\_\_ M.I. \_\_\_\_\_ CSS ID # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Date of birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone number (    ) \_\_\_\_\_ - \_\_\_\_\_

CSS Box # \_\_\_\_\_ E-mail address \_\_\_\_\_

## 2. TELL US ABOUT YOUR HOUSEHOLD:

*Please read the following directions carefully!*

- **INCLUDE YOURSELF**
- Include your spouse (if applicable).
- Include your children, even if they do not reside in your house, **IF YOU AND YOUR SPOUSE (if applicable) WILL PROVIDE MORE THAN HALF OF THEIR SUPPORT FROM JULY 1, 2009 THROUGH JUNE 30, 2010.**
- Include other people if they now live with you, AND **you** and your spouse (if applicable) ***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.

**Include all members of your household as directed above, but only list colleges for others if they will be attending college at least half time in a program leading to a college degree, certificate, or diploma in 2009-2010.**

FULL NAME	AGE	RELATIONSHIP	COLLEGE ATTENDING IN 09-10
		SELF	The College of St. Scholastica

# INDEPENDENT

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

### STUDENT

\*\*If you and your spouse (if applicable) **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 or your spouse (if applicable) did not file.*

**\*\*All students must complete the section below even if all the answers are zero. \*\***

UNTAXED INCOME AND BENEFITS FROM 2008	STUDENT AND SPOUSE (IF APPLICABLE)
Payments to tax-deferred or sheltered pension and savings plans (paid directly or withheld from earnings). <b>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.</b>	\$
<b>Child support received in 2008:</b> \$ _____ per month x _____ months = _____	\$
2008 Workers Compensation: \$ _____ per month x _____ months = _____	\$
<b>Living expenses paid on the student's behalf by parent(s), friends, relatives, etc.:</b> (examples: rent, utility bills, grocery bills, etc.)	\$
<b>Other untaxed income:</b> examples: <b>Military BAQ totals</b> (from 2008 LES statement), <b>SSI, disability, housing allowances for clergy, untaxed portion of capital gains, interest income on Education IRA's, etc.</b>	\$
<b>List which type:</b> _____	

➤ Did you or your spouse (if applicable) **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 or your spouse (if applicable) 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, I certify that all the information reported is complete and correct.

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