



U.S. Department of Education

2011-2012 Verification Worksheet Federal Student Aid Programs

Dependent

FORM APPROVED
OMB NO. 1845-0041

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your and your parent(s)' 2010 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections.

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668).

What you should do:

1. Collect your and your parent(s)' financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet – you and at least one parent.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information on your application. The school will make any necessary corrections to verified items of your application on your behalf.

No aid will be awarded until the verification process as outlined on this worksheet is complete. Any delay can cause the loss of eligibility for limited aid sources. Failure to complete verification prior to your last day of enrollment can result in total loss of aid eligibility.

A. Student Information

Check one: Incoming Freshman or Transfer Student Continuing Student

_____	_____	_____	_____
Last name	First name	M.I.	Social Security Number
_____			_____
Address (include apt. no.)			Date of birth
_____	_____	_____	_____
City	State	ZIP code	Phone number (include area code)

B. Family Information

List the people in your parents' household, include:

- yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
- your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2011, through June 30, 2012, 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, 2011, through June 30, 2012.

Write the names of all household members. Also write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half-time between July 1, 2011, and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Missy Jones (example)	18	Sister	Central University
		Self	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0041. The time required to complete this information collection is estimated to average twelve minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-5345.

C. Student's Tax Forms and Income Information (all applicants)

Dependent

1. Check only one of the boxes. Tax returns include the 2010 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 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See question 44 of the Free Application for Federal Student Aid (FAFSA))

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

D. Parent(s)' Tax Forms and Income Information

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your parent(s) did not keep a copy of the tax return, request a copy from the tax preparer or a copy of an Internal Revenue Service form that lists tax account information.

- Check and attach parents' signed tax return(s).
 Check here if your parent(s) will not file and are not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See question 92 of the Free Application for Federal Student Aid (FAFSA))

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your parent(s) did not file and are not required to file a 2010 Federal income tax return, list below your parent(s) employer(s) and any income they received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

E. Sign this Worksheet

By signing this worksheet, we certify that all the information reported on it is complete and correct. The student and at least one parent must sign and date.

Student Date

Parent Date

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

**Student Financial Aid Office
University of Cincinnati
PO Box 210125
Cincinnati, OH 45221-0125**

fax: (513) 556-9171

**One Stop Student Services
220 University Pavilion**

**Do not mail this worksheet to the U.S. Department of Education.
Mail, fax, or take it to the University of Cincinnati.
Make sure that tax forms are signed.**

VERIFICATION PROCESS

■ AID PROCESSING CANNOT CONTINUE UNTIL PAPERWORK IS SUBMITTED.

selection and submission

- One third of all financial aid applicants are selected for federal verification. It is a generalized quality assurance program and does not reflect a specific concern with your aid application.
- Students selected for verification must complete the verification worksheet and return it along with copies of federal taxes.
- The 1040EZ is a single page, and the 1040 and 1040A forms are only two pages. Schedules and other attachments to your taxes are not needed for verification. If you have filed an amended return (1040X), please submit it along with the one- or two-page original tax form.
- Make sure all taxes submitted for verification are for the correct year and signed by the tax filer. Simply sign and date any copies of taxes prior to submitting them to UC.

review paperwork prior to submitting

- Please review household information to ensure those persons you have listed qualify based on the instructions on the verification worksheet.
- Be sure to report any received untaxed income (such as child support, worker's compensation, or disability) on page 2 of the verification worksheet.
- Include the student SSN on documents. Double check that taxes and the verification worksheet include the proper signatures.

financial aid award

- Your submitted documents will be compared to your aid application, and UC will make any required adjustments with the federal processor. As such, verification processing by UC can take several days to complete once documents have been submitted.
- You can continue to monitor your aid status at www.financialaid.uc.edu or www.onestop.uc.edu using the "check my aid" link.
- Once complete, your financial aid award will be displayed online for you to accept or decline as desired.

THANK YOU FOR SUBMITTING REQUESTED PAPERWORK IN A TIMELY MANNER.



Student Financial Aid Office

University of Cincinnati
PO Box 210125
Cincinnati, OH 45221-0125

(513) 556-9171 fax
financeaid@uc.edu
www.financialaid.uc.edu

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onestop@uc.edu
www.onestop.uc.edu