

2010-2011 VERIFICATION WORKSHEET

FEDERAL STUDENT AID PROGRAMS

Your application was selected for review by the U.S. Department of Education in a process called "verification." This process requires Xavier University by federal law [34 CFR, Part 668] to compare the information from your application with the information provided on this form. Also, please submit signed copies of your 2009 federal tax forms [and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes]. If there are differences between your application and the documents you've submitted, the Office of Financial Aid will make corrections. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

WHAT YOU SHOULD DO:

- 1 Collect your [and your spouse's or parents'] financial documents: signed federal income tax forms, 1099R, etc.
- 2 Complete ALL sections and sign the worksheet.
- 3 Return the completed worksheet, tax forms and any other documents to the Office of Financial Aid, Xavier University:
Mail: 3800 Victory Parkway, Cincinnati, OH 45207
Fax: 513-745-2806
E-mail: xufinaid@xavier.edu
- 4 Xavier will review the information on these documents and make corrections if necessary. If you have questions about completing this worksheet, call 513-745-3142.

A. STUDENT INFORMATION

Last Name

First Name

M.I.

Social Security Number

Address [include apt. #]

City

State

Zip Code

Date of Birth

Student E-mail Address

Phone [include area code]

Parent E-mail Address

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B. FAMILY INFORMATION

- Independent Students:** List the people in your household, including: [a] yourself, and your spouse if you have one; and [b] your children, if you will provide more than half of their support from July 1, 2010, through June 30, 2011; and [c] other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2010, through June 30, 2011.
- Dependent Students:** List the people in your parents' household, including: [a] yourself and your parent(s) [including stepparent] even if you don't live with your parents; and [b] your parents' other children, even if they don't live with your parent(s), if [1] your parents provide more than half of their support from July 1, 2010, through June 30, 2011, or [2] the children would be required to provide parental information when applying for federal student aid; and [c] 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, 2010, through June 30, 2011.

Write the names of all household members. Also write in the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2010, and June 30, 2011, 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
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		<i>Self</i>	

C. TAX FORMS AND INCOME INFORMATION

- All tax filers must submit a signed copy of all 2009 federal income tax returns which include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return for those people checked below:**

- You
 Your spouse
 Your father [step]
 Your mother [step]

If you did not keep a copy, call the IRS at 1-800-829-1040. Press "2: Refund or Personal Tax Account," then press "2: Personal Tax Account." Follow the instructions until given the option to select a "tax return transcript," and then follow the instructions.

- Check the box for those people who did not and are not required to file a 2009 federal income tax return. List below your employer(s) and any income received in 2009 [use W-2 forms or other earning statements].**

- You
 Your spouse
 Your father [step]
 Your mother [step]

Name of Employer	Student Amount	Spouse or Parent(s) Amount

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C. TAX FORMS AND INCOME INFORMATION [CONT.]

Both tax filers and non-tax filers must list any untaxed income received in 2009. Be sure to enter zeros if no funds were received. [In the Free Application for Federal Student Aid [FAFSA]: Students, see question 47, and/or parents, see question 95.] Failure to complete this section will delay the processing of your financial aid.

Student [spouse]	Calendar Year 2009	Parent(s) [step-parent]
	FAFSA Questions 47 and/or 95	
\$	Payments to tax-deferred pensions and savings plans [paid directly or withheld from earnings] including, but not limited to, amounts reported on W-2 Form Box 12a - 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 – line 28 + line 32 or 1040A – line 17.	\$
\$	Child support received for all children. 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 [12a minus 12b]. Exclude rollovers. If negative, enter a zero here. If entering a figure, please include a copy of the 1099R.	\$
\$	Untaxed portions of pensions from IRS Form 1040– lines [16a minus 16b] or 1040A – lines [12a minus 12b]. Exclude rollovers. If negative, enter a 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].	\$
\$	Other untaxed income not reported, such as worker's compensation, disability, etc. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements [e.g., cafeteria plans], foreign income exclusion or credit for federal tax on special fuels.	\$

D. SIGN THIS WORKSHEET

By signing this worksheet, I [we] certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student signature

Date

Parent signature [dependent students only]

Date

Return to: Office of Financial Aid, Xavier University

Mail: 3800 Victory Parkway, Cincinnati, OH 45207

Fax: 513-745-2806

E-mail: xufinaid@xavier.edu