



**2009-2010
Verification Worksheet - INDEPENDENT Student
Federal Student Aid Programs**

SSN: _____ - _____ - _____

Your application was selected for review in a process called "Verification." In this process, Dallas Baptist University will be comparing information from your application with signed copies of your (and your spouse's) 2008 federal income tax returns, or with W-2 forms or other financial documents. By law, we are required to collect this information before awarding federal aid. If there are differences between your application information and your financial documents, we will send corrections electronically to the government processor to have your information reprocessed.

Complete and submit this verification form to Dallas Baptist University, Office of Financial Aid, as soon as possible, so that your financial aid will not be delayed. If you have questions about completing this worksheet, you may contact the Office of Financial Aid at (214) 333-5363.

What you should do:

1. **Collect** copies of your (and if married, your spouse's) financial documents (**signed** 2008 federal income tax returns, W-2 forms, etc.).
2. **Complete all sections and sign** this worksheet.
3. **Contact** your financial aid counselor if you have questions about completing this worksheet.
4. **Submit** this completed worksheet, tax forms, W-2s and any other documents to the Office of Financial Aid.

After reviewing your documents, DBU has the right to request additional documentation or information.

Failure to complete all of sections A-G of this form will delay your being awarded and receiving assistance.

A. Student Information

Last Name	First Name	M.I.	Social Security Number
Address (include apt. no.)			Date of Birth
City	State	ZIP Code	(Area Code) Phone Number
			E-mail Address

B. Family Information

List the people in your household. Include:

- **yourself**
- **your spouse** (if married), and
- **your dependent children** if you provide more than half of their support from July 1, 2009, through June 30, 2010, and
- **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, 2009, through June 30, 2010. Do not include foster children.

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, 2009, and June 30, 2010, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

(Federal law does not allow the number in college to include parent(s) enrolled for college.)

Full Name	Age	Relationship	College for 2008-2009*
Student's Name:		Self	Dallas Baptist University

* Indicate others in college only if they will attend at least half time in 2009-2010 and in a program that leads to a college degree, diploma, or certificate.

C. Student and Spouse Taxable Income Information

TAX FILER: Attach a signed copy of all 2008 federal income tax returns filed by you (and your spouse). Include IRS form(s) 1040, 1040A, 1040EZ, or a tax return from Puerto Rico, or foreign income tax return(s). If you (or your spouse) are required to file a 2008 tax return but have not already done so, you must provide a signed copy of that return to Dallas Baptist University when it is filed. If you or your spouse filed a 2008 tax return but did not keep a copy, a copy may be requested from your tax preparer or a copy of an IRS summary form that lists tax account information can be obtained from the IRS.

Check which Tax Return(s) are attached: Your Own Your Spouse Joint Return

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D: NON TAX FILER: (If you filed a tax return do not complete this section.)

If you (or your spouse) did not file and are not required to file a 2008 federal income tax return, list below your (and your spouse's) employer(s) and income received in 2008 (use the W-2 form or other earnings statements if available).

I (we) did not file and are not required to file a 2008 federal income tax return. [] You [] Your Spouse

Your (the Student's) Income Source(s)	2008 Amounts	Your Spouse's Income Source(s)	2008 Amounts
	\$		\$
	+		+
TOTAL for Student :	=	TOTAL for Spouse :	=

E. 2008 Additional Financial Information

\$	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31.	\$
\$	Child Support paid because of divorce or separation or as a result of a legal requirement. Do not include support for children in your (or your spouse's) household, as reported in Section B of this form.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Student grant and scholarship aid reported to the IRS in your (or your spouse's) adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Combat pay is reported on the W-2 in Box 12, Code Q.	\$
\$	Student's Total	Spouse's Total

F. 2008 Untaxed Income

Student	Spouse	
\$	Payments to the tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 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-total of lines 28 plus 32 or 1040A-line 17	\$
\$	Child support received for all children. (Do not 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 (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Untaxed portions of pensions from IRS Form 1040-line (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).	\$
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported, such as workers' compensation, disability, etc. Don't 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 filler), benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received , or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$
\$	Student's Total	Spouse's Total

G. Certification Statement

Student / Spouse certify that all of the information provided on this form is complete and accurate. Student / Spouse if you purposely give false or misleading information you may be fined, be sent to prison, or both.

Student's Signature _____ Date _____ Spouse's Signature (Optional) _____ Date _____

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