



VERIFICATION WORKSHEET 2010-2011
Federal Student Aid Programs

Use this worksheet if the United States Department of Education has selected your application for review in a process called Verification. Verification requires you to submit signed copies of financial and other documents to the Financial Aid Office. **Do not mail this worksheet to the FAFSA application processor. Return it to the Messiah College Financial Aid Office, PO Box 3006, One College Ave., Grantham, PA 17027. Fax: 717-691-2349. Affix the appropriate signatures on the last page.**

SECTION A: Student Information

<i>Last name</i>	<i>First name</i>	<i>M.I.</i>
<i>Social Security Number</i>	<i>Messiah College Student ID #</i>	<i>Date of Birth</i>

SECTION B: Family Information

Dependent Students: Fill in the lines below about the people in your **parents' household**; include:

- yourself
- your parent(s) (including stepparent who lives with you - do not include a non-custodial parent or their spouse)
- your parents' other children, if (a) your parents will provide more than half of their support from July 1, 2010 through June 30, 2011 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, 2010 through June 30, 2011.

In the spaces below write the names of all household members who meet the definition above. Also write in the name of the college for any household member who will be attending college (parents cannot be included) at least half-time between July 1, 2010 and June 30, 2011, and will be enrolled in a degree, diploma, or certificate program.

Independent Students: Fill in the lines below about the people in your **household**; include:

- yourself, and your spouse if you have one
- your children, if you will provide more than half of their support from July 1, 2010 through June 30, 2011
- 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.

Write the names of all household members who meet the definition above. Also write in the name of the college for any household member 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.

	Full Name	Age	Relationship	College	(If half-time attendance or more during 2010-2011 in a degree or certificate program. Cannot include parents)
Example:	Mary Smith	20	Sister	State University	
Applicant:			you the student	Messiah College	

SECTION C: Tax Forms And Income Information (If you previously submitted these documents, then ignore this section.)

C-1. Dependent Students: Attach a signed copy of all 2009 Federal income tax returns filed by you and your parents. Include IRS FORMS 1040, 1040A, 1040EZ, a 1040PC or other e-file (signed by at least one tax filer), a tax return from Puerto Rico, or a foreign income tax return(s). If you or your parents are required to file a 2009 tax return but have not already done so, you must provide a signed copy of that return to the Financial Aid Office when it is filed. If you or your parents filed a 2009 tax return but did not keep a copy, an RTFTP printout or other IRS tax account summary (signed by at least one tax filer unless sent directly from IRS to school), Letter 1722 or form 8050C (signed or stamped by appropriate IRS regional official), or a photocopy may be requested from the Internal Revenue Service or from your tax preparer. You can obtain a transcript by calling 1-800-TAX-FORM (1-800-829-3676) or by completing and mailing Form 4506-T (<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>) *Request for Transcript of Tax Return*. The actual form appears below the list of FAX numbers. IRS Form 8453 is NOT acceptable. Do not submit state or local tax returns; these cannot be used for verification purposes.

Independent Students: Attach a signed copy of all 2009 Federal income tax returns filed by you and your spouse. Include IRS FORMS 1040, 1040A, 1040EZ, a 1040PC or e-file (signed by at least one tax filer), a tax return from Puerto Rico, or a foreign income tax return(s). If you or your spouse are required to file a 2009 tax return but have not already done so, you must provide a signed copy of that return to the Financial Aid Office when it is filed. If you or your spouse filed a 2009 tax return but did not keep a copy, an RTFTP printout or other IRS tax account summary (signed by at least one tax filer unless sent directly from IRS to school), Letter 1722 or form 8050C (signed or stamped by appropriate IRS regional official), or a photocopy may be requested from the Internal Revenue Service or from your tax preparer. You can obtain a transcript by calling (800)-829-1040 or by completing and mailing Form 4506-T (<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>) *Request for Transcript of Tax Return*. The actual form appears below the list of FAX numbers. Form 8453 is NOT acceptable. Do not submit state or local tax returns; these cannot be used for verification purposes.

C-2. This section is for people who did not and will not file a 2009 Federal tax return:

You must complete this section if a Federal tax form will not be filed for the 2009 tax year. Verification cannot be completed without this information.

If you or your parent(s) (dependent students), or you or your spouse (independent students) did not file and are not required to file a 2009 Federal income tax return, check the boxes below that apply. (If you and your parent(s) (dependent students), or you and your spouse (independent students) filed or are required to file a 2009 Federal income tax return, skip C-2 and go to Section D.)

a. I (We) did not file and are not required to file a 2009 Federal income tax return.

Dependent Student: You Father Mother Independent Student: You Your Spouse

b. If you or your parents did not file and are not required to file a 2009 Federal tax form, list below your and your parents' (dependent student) or your and your spouse's (independent student) employer(s) and the amount of earned income received in 2009, (use the W-2 form or other earnings statements if available).

Your (the student) and your spouse's Employer(s)	Amount(s)	Your Parents' Employer(s) (dependent student)	Amount(s)
	\$.00		\$.00
	\$.00		\$.00
	\$.00		\$.00

SECTION D: Additional Financial Information:

Complete the following items below for 2009 Calendar Year. Enter “0” if the answer is “none”. **Do not leave any item blank.**

Student/ Spouse	Parent(s)
\$	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. Don’t include support for children in your household. \$
\$	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 adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and 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. Do not report untaxed Combat pay reported on the W-2 in Box 12, Code Q. \$

SECTION E: Untaxed Income:

Complete the following items below for 2009 Calendar Year. Enter “0” if the answer is “none”. **Do not leave any items blank.**

\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. \$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, 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 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 pension from the 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). Don’t include the value of on-base military housing or the value of a basic military allowance for housing. \$
\$	Veterans noneducation 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, 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. \$
\$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. XXXXXXXX

If your answers in sections D and E here differ from the answers you gave on the FAFSA, attach an explanation.

