



**2011-2012 Dependent
Verification Worksheet**

Financial Aid Office
1002 N. First Street
Vincennes, IN 47591
Phone: 812-888-4361
Fax: 812-888-4261
E-mail: fa@vinu.edu

Student Name _____ ID# _____

Street Address _____ City _____ State _____ Zip _____

Phone or cell # _____ E-mail _____

*The FAFSA Central Processing Service has identified you for a process called verification, which requires you to provide the information we request here. **It is very important that the answers you provide below and on page 2 are accurate.** We will correct any information on your FAFSA based on these answers.*

Step 1. Complete the chart below by listing the people in your parents' household:

- Yourself & your parents, even if you don't live with them. (If biological parent on FAFSA is divorced and remarried, include that parent's spouse. Don't list your other biological parent or his/her spouse.)
- Your parents' other children, even if they don't live with them, **if your parents will provide more than half of their support from July 1, 2011, through June 30, 2012.**
- Any others for whom your parents **will provide more than half of their support** from July 1, 2011, through June 30, 2012.
- Provide a college name in the *College* column if that person will be attending half time or more. (At least 6 credits is the usual number required for half-time status.)

Family Member Full Name	Date of Birth	Relationship	College (attending half time or more)
		Self	Vincennes University
		Parent	XXXXXXXXXXXXXXXXXXXXXX
		Parent	XXXXXXXXXXXXXXXXXXXXXX

Step 2. Provide signed copies of 2010 federal tax returns you and your parent(s) filed OR

Request the IRS to send copies of Form 4506-T (Request for Transcript of Tax Return) OR

If you or your parent(s) did not have to file federal taxes, check and fill blanks below.

____ I will not & was not required to file a 2010 federal tax return.
 My total 2010 earnings: \$ _____ Sources of my earnings _____
 ____ My parents will not & were not required to file a 2010 federal tax return.
 (Step)Father's total 2010 earnings: \$ _____ Sources of earnings _____
 (Step)Mother's total 2010 earnings: \$ _____ Sources of earnings _____

(If your household earnings show less than the federal poverty level, we will mail you a low/no income worksheet. You can speed up processing by printing this worksheet from our Web site. From the 2011-2012 button scroll to form # 24.)

Step 3. Complete the worksheet on page 2 of this form.



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Step 3

Student Name _____

Student ID# _____

Provide total amounts for you and your parents in 2010 for each of the categories below. If the category does not apply to you, answer with a 0 (zero) or NA. Do NOT leave any dollar amount boxes blank.

Student		Parent(s)
\$	Payments to tax-deferred pension/savings plans, including but not limited to amounts on W-2 forms Boxes 12a-12d, codes D,E,F,G,H,&S.	\$
\$	Child support you <i>received</i> in the year 2010 for all children. Do not include foster care or adoption payments.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others, including cash payments and cash value of benefits. Do not include value of on-base housing or basic allowance.	\$
\$	Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Any other untaxed income or benefits not reported, such as Worker's Comp or untaxed pensions. Do not include student aid, earned income credit, additional child tax credit, welfare payments, TANF, food stamps, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, or combat pay.	\$
\$	Money received or paid on your behalf not reported elsewhere on this form.	Not required

STEP 4. Read and sign below.

- Please return all documents together as soon as possible. Priority deadline is 30 days before the end of your first semester of attendance in 2011-2012. We can still process verifications after this, but if you wait until after the semester or after you have withdrawn to submit all required documents, you may not be eligible for any federal or state financial aid.
- We will submit to the FAFSA processing center any corrections that might be required on the basis of these verification documents.
- If verification results require a change in an award you have already received, we will notify you of that change as soon as possible with an e-mail advising you to check your MyVU account.
- If we have to return to the Department of Education any funds you have already received because of verification results, we will notify you in writing as soon as reasonably possible.
- Do **not** mail this worksheet to the Department of Education or FAFSA address. Submit this form to the Vincennes University financial aid office.
- Please do not send your original tax returns. We will shred any documents we do not request or need.

By signing below, I affirm that all the information on pages 1 and 2 is complete and correct.

Student signature _____ Date _____

Parent signature _____ Date _____

After you turn in this form, please DO NOT make any changes to your FAFSA.