



2011-2012 Independent 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. Carefully complete the chart below by listing:

- Yourself and your spouse (if you are married).
- Your children, **if you will provide more than half of their support** from July 1, 2011, through June 30, 2012.
- Any others for whom **you 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

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

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

If you or your spouse did not have to file federal taxes, fill the blanks below.

_____ I will not & was not required to file a 2010 federal tax return.

My total 2010 earnings: \$ _____ Sources of earnings: _____

_____ My spouse will not & was not required to file a 2010 federal tax return.

Spouse's total 2010 earnings: \$ _____ Source 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 # 25.)

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 spouse, if married, 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 amount boxes blank.

Student (& Spouse)	
\$	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. <i>Do not include</i> 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. <i>Do not include</i> the value of on-base housing or basic military housing 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. <i>Do not</i> 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.

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 with a new award letter as soon as possible by e-mail advising you to check your MyVU account.
- If we have to return to the Department of Education or your lender any funds you have already received because of verification results, we will notify you in writing of that as soon as 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 return. 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 _____

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