

TIFFIN UNIVERSITY

2011 – 2012 VERIFICATION WORKSHEET

Federal Student Aid Programs

Your application was selected by the U.S. Department of Education for review in a process called "Verification." In this process, we are required by law to compare the information from your application with the information provided on this form and a signed copied of your 2010 federal tax forms (and your spouse's if you are married or parent's if you are considered dependent for federal aid purposes). If there are differences between your application and the documents you've submitted, corrections may need to be made. **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, W-2, etc.).
2. Complete and sign the Verification Worksheet (and your parent if you are required to provide their income information).
3. Contact us at 800-968-6446 ext. 3279 if you have any questions about completing the worksheet.
4. Bring in, mail or fax the completed worksheet, tax forms and any other documents to the Tiffin University Financial Aid Office.
5. We will compare the information on these documents and make corrections if necessary.

A. Student Information

Last Name	First Name	M.I.	Social Security Number	
Address		City	State	Zip
Date of Birth			Email Address	
Home Phone Number			Cell Phone Number	

B. Student Information

Independent Students: List the people in your household: include (a) yourself, your spouse if married (b) your children, if you provide more than half of their support from July 1, 2011 through June 30, 2012 and (c) any other people if they now live with you and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Dependent Students: List the people in your parents' household: include (a) yourself, your parents(s) you with (include stepparent) (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, 2011 through June 30, 2012 or (2) if they would be required to provide parental information when applying for Federal student aid and (c) any other people if they now live with your parents and your parents provided more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s) who will be attending at least half time between July 1, 2011 and June 30, 2012 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
Missy Jones (example)	18	Sister	Central University
		SELF (Student)	

C. Tax Forms and Income Information

All tax filers must submit a signed copy of all 2010 Federal Income Tax Returns (includes the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return) for those people checked below:

You(Student) Your Spouse Your father (step) Your mother (step)

If you did not keep a copy of your tax return, you must request a transcript of your account from the Internal Revenue Service by calling 800-829-1040

All students must submit all W2 forms for the year or a 1099 form. Please check the box for all other individuals whose W2 or 1099 forms are being attached; i.e. if you are a dependent student.

You(Student) Your Spouse Your father (step) Your mother (step)

Check the box for those people who did not and are not required to file a 2010 Federal Income Tax Return. List below your employer(s) and any income received in 2010 (use W-2 forms or other earning statements).

You(Student) Your Spouse Your father (step) Your mother (step)

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

Both tax filers and non-tax filers must list any untaxed income received in 2010. Be sure to enter zeros if no funds were received. Failure to complete this section will delay the processing of your financial aid. Do not leave any space empty.

Student and/or Spouse	Untaxed Income Calendar Year 2010	Parent(s) (step-parent)
\$	<i>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</i>	\$
\$	<i>Child support received for all children. Do NOT include foster care or adoption payments.</i>	\$
\$	<i>Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).</i>	\$
\$	<i>Workers' compensation, disability, etc.</i>	\$
\$	<i>Money received or paid on your behalf (e.g., rent, utilities, food, personal expenses) not reported elsewhere on this form.</i>	\$
\$	<i>Interest on tax-free bonds</i>	\$

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, sentenced to jail or both.

Student Signature

Date

Parent's Signature (Dependent Students only)

Date

Do not mail this worksheet to the Department of Education. Submit this worksheet to the Tiffin University Financial Aid office.
Don't forget to sign all documents!