

# Verification Worksheet 2010-2011



Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

ID No. \_\_\_\_\_ Phone #: \_\_\_\_\_

**Return Signed form to the Office of Financial Aid, LeTourneau University,  
P.O. Box 7001, Longview, TX 75607 or Fax to 903.233.4302.**

Your Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for verification. LeTourneau University is required to verify information you provided on the FAFSA with your tax information. If there are differences in the information, the Financial Aid Office may be required to submit corrections to your FAFSA. The documents needed to complete the verification process depends on your FAFSA defined dependency status. If you were required to supply parent or spouse information on the FAFSA, you will also need to send tax documentation and W-2s to the LETU FA Office. If you need assistance in completing this worksheet, please contact the Financial Aid Office at 800.759.8811 Ext. 4350, or [finaid@letu.edu](mailto:finaid@letu.edu).

**INSTRUCTIONS:**

**1** 2009 Tax Return and W-2's

- a. Dependent Students (according to the FAFSA) - submit your and your parent's signed tax forms and W-2's.  
Independent Students (according to the FAFSA) - submit your and your spouse's (if applicable) signed tax forms & W-2s.
- b. If you are unable to locate or print a copy of your actual tax return form, please send us a signed IRS TAX TRANSCRIPT (Form 1722 or 2951-C) that can be requested by calling the IRS 800-829-1040. No other form, tax summary, or print-out will be accepted as a tax return.

**2** Complete and sign this verification worksheet. Don't forget to sign your tax return or IRS Tax Transcript.

**SECTION A: Student's Tax Forms and Income Information (and Spouse's, if applicable)**

(Do not leave any answer blank. If not applicable, enter N/A.)

1. If you (or your spouse) filed or will file a 2009 Federal Income Tax return, you must send a signed copy of your return to the Financial Aid Office. If you and your spouse filed separately, please send a copy of both tax returns.

**Check only one box below. Tax returns include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.**

- I have already submitted a signed copy of my (our) 2009 return(s) to the Financial Aid Office.
- I am submitting a signed copy of my (our) 2009 return with this form.
- I will submit a signed copy of my (our) 2009 return on \_\_\_\_\_ date
- I did not file and am not required to file a 2009 return.
- My spouse did not file and is not required to file a 2009 return.

2. How much of the income reported on your (or your spouse's) 2009 return was from Federal Work Study earnings? \$ \_\_\_\_\_ .00

3. How much of the income reported on your (or your spouse's) 2009 return was from grants or scholarships? \$ \_\_\_\_\_ .00

4. If you (or your spouse) receive allowances and benefits from Ameri-Corps awards in 2009, how much did you receive? \$ \_\_\_\_\_ .00

5. If you (or your spouse) paid child support in 2009, how much did you (or your spouse) pay? Please provide the name, age, relationship and with whom the child resides.\*) \$ \_\_\_\_\_ .00  
\*Other Info: \_\_\_\_\_

6. If you had a retirement fund "rollover" included on your (or your spouse's) 2009 return, indicate the amount of the "rollover". \$ \_\_\_\_\_ .00

7. If you (or your spouse) worked in 2009 but were not required to file a 2009 tax return, list your (or your spouse's) employer and the amount of income you (or your spouse) earned. Use your W-2 if available.

Sources	2009 Income

8. If you (or your spouse) received any of the following untaxed income and benefits in 2009, how much did you (or your spouse) receive (see Question 45 of the FAFSA)?

a. Child Support	\$	.00
b. Workman's Compensation	\$	.00
c. Untaxed Pensions	\$	.00

Other untaxed income and benefits:		2009 Amount
d. Type		\$ .00
e. Type		\$ .00
f. Type		\$ .00
g. Type		\$ .00
h. Type		\$ .00

## SECTION B: Family Information

**DEPENDENT** - Fill in the information about the people whom your parent(s) will support between July 1, 2010 and June 30, 2011. Include yourself, your parent(s), and your parent's dependent children if they will receive more than half of their support from your parent(s) or if they would be required to provide parental information when applying for Federal Student Aid. Include other people only if they lived with and received more than half of their support from your parent(s) at the time you completed your application, and will continue to receive this support between July 1, 2010 and June 30, 2011.

**INDEPENDENT** - Fill in the information about the people you will support between July 1, 2010 and June 30, 2011. Include yourself, your spouse, and your dependent children if they will receive more than half of their support from you. Include other people only if they lived with and received more than half of their support from you or your spouse at the time you completed your application, and will continue to receive this support between July 1, 2010 and June 30, 2011.

First Name	Last Name	Age	Relationship to you (parent, brother/sister, etc.)	If this person will attend college half-time or more in 2010-2011, please print the name of the college
			self	

Check this box if there are more than six family members. Attach a list of these people, providing the same information requested above.

**If you are a Dependent student, according to the FAFSA, fill out Section C.  
If you are an Independent student according to the FAFSA, skip to Section D**

## SECTION C: Parent(s)' Tax Forms and Income Information (do not leave any answer blank - if not applicable indicate "N/A")

1. If your parents (father, stepfather, mother, or stepmother) filed or will file a 2009 Federal Income Tax return, you must send a signed copy of your return to the Financial aid Office.

Check only one box below. Tax returns include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

- I have already submitted a signed copy of my parent's 2009 return to the Financial Aid Office.
- I am submitting a signed copy of my parent's 2009 return with this form.
- I will submit a signed copy of my parent's 2009 return on \_\_\_\_\_ date
- My father (stepfather) will not file and is not required to file a 2009 return.
- My mother (stepmother) will not file and is not required to file a 2009 return.

2. How much of the income reported on your parent's 2009 return was from Work Study earnings?

\$ .00

3. How much of the income reported on your parent's 2009 return was from grants or scholarships?

\$ .00

4. If your parent's receive allowances and benefits from AmeriCorps awards in 2009, how much did they receive?

\$ .00

5. If your parent's paid child support in 2009, how much did they pay? Please provide the name, age, relationship and with whom the child resides.\*

\$ .00

\*Other Info:

6. If your parent's had a retirement fund 'rollover' included on their 2009 return, indicate the amount of the 'rollover.'

\$ .00

7. If either of your parents worked in 2009 but were not required to file a 2009 return, list their employer and the amount of income they earned. Use W-2 form or other earnings statements if available.

Sources	2009 Income

8. If your parents received any of the following untaxed income and benefits in 2009, how much did they receive? (Include benefits received by your parents for all dependents.) See Question 47 of the FAFSA.

a. Child Support	\$	.00
b. Workman's Compensation	\$	.00
c. Untaxed Pensions	\$	.00
<b>Other untaxed income and benefits:</b>		<b>2009 Amount</b>
d. Type:	\$	.00
e. Type	\$	.00
f. Type	\$	.00
g. Type	\$	.00
h. Type	\$	.00

## SECTION D: Certification and Signatures

**By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. If you were required to provide parental information on the FAFSA, at least one parent must sign below.**

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Spouse's Signature (Optional) Date

\_\_\_\_\_  
Parent Signature Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.