



# 2009-2010 Verification Worksheet

## Federal Student Aid Programs

Student Form

Your application was selected for review in a process called "Verification". In this process, Texas Tech University will be comparing information from your FAFSA application with signed copies of your 2008 Federal tax forms. (and your spouse's, if you are married)

The law states that we have the right to ask you for this information before awarding Federal Aid. If there are differences between your application and your financial documents, Texas Tech will submit the corrections electronically back to the Federal Processor. You will receive email confirmation from the Department of Education if changes to your FAFSA are processed.

**What you should do:**

1. Submit signed copies of your (and your spouse's) 2008 Federal income tax forms, W-2 forms, etc.
2. Submit the completed worksheet, tax forms, and other documents TTU may request to the Financial Aid Office. You may mail, fax or bring documents to the office.
3. Talk to a TTU Financial Aid Office representative if you have any questions about completing this worksheet.

***Your school must review the requested information, under the financial aid program rules 34 CFR, Part 668.***

**Updates to your awards will be available on My Tech ([www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu)).**

*Delays in submitting this completed worksheet, 2008 Federal income tax forms and/or other requested documents will delay the processing of your aid application and may affect the availability of certain types of aid programs for the 2009-2010 award year.*

STUDENT'S Last Name                      First Name                      M.I.

STUDENT'S Social Security Number

STUDENT'S Local Address (include apt. no.)

STUDENT'S Date of Birth

City    State    Zip Code

STUDENT'S Phone Number (include area code)

**Family Information**

List the people in your household. Include:

- yourself, and your spouse, if you are married, and
- your children, if you will provide more than half of their support from July 1, 2009 through June 30, 2010 and
- 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, 2009 through June 30, 2010.

*Write the names of all household members in the spaces below. Also, if any household member will be attending college at least half time between July 1, 2009 and June 30, 2010, and will be enrolled in a degree, diploma, or certification program, list the name of the college that household member will be attending under college on their respective line.*

Full Name	Age	Relationship	College
Jane Doe (example)	24	Wife	City University

**Mail to:** Student Financial Aid Office  
P. O. Box 45011  
Lubbock, TX 79409-5011  
806-742-3681

**Return to:** Student Financial Center  
Room 301  
West Hall  
806-742-0880 (fax)

STUDENT'S Social Security Number

If another individual paid monthly expenses on your behalf, you must provide a list of total resources received from that individual for calendar year 2008.

### Student's 2008 Tax and Income Information

1. **Check one box only.** Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, 1040TEL (Telefile Tax Record), a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy of a Tax Transcript from the Internal Revenue Service at 1-800-829-1040.

- Check if you **did** file a 2008 IRS tax return and are submitting a signed copy of your 2008 tax return with this worksheet.
- Check if you **will not** file a 2008 IRS tax return and are not required to file a 2008 return.

*If you did not file a 2008 IRS tax form, you must submit copies of your 2008 W-2 forms and any other financial documents that verify amounts entered on worksheet below.*

2. Please list all sources and amounts of income not reported on 2008 IRS tax forms. Enter \$0 if not applicable.

Student's (and spouse's) 2008 Resources			
Employment	\$	Severance Pay	\$
Unemployment	\$	Social Security (untaxed)	\$
Child Support Received	\$	Military Allowance (BAS & BAQ)	\$
Clergy Allowance	\$	Worker's Compensation	\$
Disability	\$	VA Benefits	\$
AFDC	\$	Food Stamps	\$
Other Welfare Benefits	\$	Pension (untaxed)	\$
Off campus housing, food and other living allowances provided by parents, relatives or friends.	\$	Cash received or any money paid on your behalf not reported elsewhere on this form or FAFSA.	\$
TANF (Temporary Aid for Needy Families)	\$	IRA (untaxed)	\$
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>

### Sign This Worksheet

By signing this worksheet, I (we) certify that all of the information reported is complete and correct.

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

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Spouse Date

Please fax, mail or bring this worksheet to the Texas Tech University Student Financial Aid Office. Do not forget to sign your Federal tax return prior to submitting the form to our office.

**\*\*Any additional requests for information will be sent via your Texas Tech University e-mail account\*\***

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Notice concerning your information: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that Texas Tech University collects about you. It also gives you the right to request a copy of that information and to have the University revise any information that is incorrect. You may request this information by contacting the office possessing such information.