

BELHAVEN UNIVERSITY

2011-2012 Independent Verification Worksheet Federal Student Aid Programs

Your application for federal aid was selected by the Department of Education for review in a process called "Verification." In this process, Belhaven University will compare information from your federal aid application with signed copies of your (and your spouse's) 2010 federal tax forms and/or other requested financial documents. Federal regulations require this documentation prior to awarding Federal financial assistance.

What you should do:

1. Complete and sign the worksheet.
2. Submit the completed worksheet, requested federal tax forms, and any other requested financial documents to the Belhaven Student Financial Planning Office
3. The Student Financial Planning Office will compare information on this worksheet and any supporting documents with the information you submitted on your application and make any necessary corrections. We may contact you as well to make corrections. Complete this verification form and submit it to the Belhaven University Office of Student Financial Planning as soon as possible, so that your financial aid will not be delayed. The Student Financial Planning Counselors at Belhaven are happy to provide assistance, should you require it.

A. Student Information

_____	_____	_____	_____
Last Name	First Name	MI	Social Security Number
_____			_____
Address (include apt. no.)			Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Phone number (include area code)

B. Family Information

List the people in your household, include:

- Yourself and spouse if you have one;
- Your children, if you will provide more than half their support from July 1, 2011 through June 30, 2012, even if they do not live with you; and
- Other people if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2011 through June 30, 2012.

Write the names of all household members in the spaces below. Also write in the name of the University for any household member, 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.

Name:	Age:	Relationship:	College/University:
_____	_____	<u>Self</u>	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Student's Tax Forms and Income Information (all applicants)

Check only one line below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- __ Check here if you are attaching a **signed** copy of your tax return
__ Check here if a signed tax return will be submitted to Belhaven by _____ (date).
__ Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return

D. Spouse's Tax Forms and Income Information (if student is married)

Check only one line below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.

- __ Check here if you are attaching a **signed** copy of your spouse's tax return(s)
__ Check here if a signed tax return will be submitted to Belhaven by _____ (date).
__ Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return

E. Untaxed Income and Benefits

Please review each of the following items carefully. If you or your spouse received income from any of the listed sources, enter the yearly amount in the appropriate line. **If the answer is "0", please put "0" in the space. Leaving it blank may delay your processing.**

Did you or your spouse receive:

Yearly Amount

- Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), Including but not limited to, amounts reported on the W-2 forms in Boxes 12a - 12d, codes D, E, F, G, H, and S
• Child Support received for all children
• Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)
• Veterans' noneducation benefits such as Disability, Death Pension, or Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances
• Other untaxed income not reported elsewhere: Source: _____
(Do not include student aid, earned income credit, additional child tax credit, welfare payments untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements, foreign income exclusion, or credit for federal tax on special fuels)
• Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form

F. Sign this worksheet

Each person signing this worksheet certifies that all the information reported on it is complete and correct. If married, the spouse's signature is optional.

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

Student Date

Spouse Date

Do not send this worksheet to the Department of Education. Submit this worksheet and supporting financial documents to the Belhaven University Student Financial Planning Office. Please make sure all your tax forms are signed.

Belhaven University Office of Student Financial Planning
1500 Peachtree St. Box 159
Jackson, MS 39202

Fax: 601-353-0701
Email: studentaid@belhaven.edu
Phone: 601-968-5933 or 1-800-960-5940 x8220