



2009-2010 Verification Worksheet

Federal Student Aid Programs

Dependent

Your application was selected for review in a process called "Verification." In this process, Drake University will be comparing information from your application with signed copies of your and your parent(s)' 2008 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to Drake University as soon as possible so that your financial aid won't be delayed.

What you should do*

1. Please read all instructions and be sure this form is signed and dated by you and at least one parent.
2. Contact Drake University if you have questions about completing this worksheet.
3. Submit the completed worksheet, tax forms, and any other documents Drake University has requested. Be sure your name and Student ID # are on all submitted documents
4. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA application.

**Drake University must review the requested information, under the financial aid program rules (34 CFR, Part 668).*

A. Student Information

Last name First name M.I.

Student I.D. 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 parents' household, include:

- yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
- your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2009 through June 30, 2010, or (b) the children would be required to provide parental information **when applying for Federal Student Aid**, and
- other people if they now live with your parents, and your parents 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 space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who 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 certificate program. If you need more space, attach a separate page. List yourself in #1.

Full Name	Age	Relationship	College
Missy Jones (example)	18	Sister	Central University
1.		Self	Drake University
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

(OVER)

C. Tax Forms (Complete 1 and/or 2)

Dependent

1. All tax filers (you and your parent(s)) must submit a **SIGNED + DATED COPY** of their 2008 Federal Income Tax returns (including the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return). If you did not keep a copy, a tax transcript can be obtained by calling the IRS at 1-800-829-1040.

Please check the appropriate boxes below for the tax forms that will be submitted.

You Your parent's joint return Your father Your mother

2. Check the box(es) below for those people who did not and are not required to file a 2008 Federal Income Tax Return, and list below employer(s) and any income received in 2008 (use W-2 forms or other earning statements).

You Your father Your mother

Name of Employer	Student Amount	Parent(s) Amount

D. Untaxed Income Information

Both tax filers and non-tax filers must list any untaxed income received in 2008 (FAFSA Question 47 & 95).

Be sure to enter zeros in each space if no funds were received.

Student	2008 Untaxed Income	Parent(s)
\$	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 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$
\$	Child support you received for all children. Don't include 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)	\$
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances	\$
\$	Other untaxed income not reported such as workers' compensation, disability, etc. Don't include: student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if you or your parents are not a tax filer), benefits from flexible spending arrangements, e.g., cafeteria plans, 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.	XXXXXXX

E. Sign this Worksheet

By signing this worksheet, we certify that all the information reported on it is complete and correct. At least one parent must sign.

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

Student's Signature Date

Parent's Signature Date

Submit this worksheet and tax forms to:

Office of Student Financial Planning • Drake University • 2507 University Ave • Des Moines, IA 50311
Toll Free: 1-800-443-7253 x2905 • Phone: 515-271-2905 • FAX: 515-271-4042

Please be sure to update your **mailing** address and phone number if they have changed. To do this, log into blueView and on the home tab choose the MyDUSIS link and then personal information. If you would prefer to do by phone, call Student Records at [515-271-2025](tel:515-271-2025).