



Regent University Central Financial Aid Office  
1000 Regent University Drive, SC 241, Virginia Beach, VA 23464-9832 757.352.4118 FAX

## **REGENT UNIVERSITY VERIFICATION CHECKLIST**

### **FOR DEPENDENT STUDENTS**

When turning in documentation for verification, please ensure the following is completed (if applicable):

#### **STUDENT**

- Student's 2009 Federal Tax Return (1040, 1040A, or 1040EZ)
  - Schedule C if applicable
  - Student's Signature must be on Federal Tax Return
- Student's 2009 W-2(s)
- Signed Verification Worksheet

#### **PARENT**

- Parent's 2009 Federal Tax Return (1040, 1040A, or 1040EZ)
  - Schedule C if applicable
  - Parent's Signature must be on Federal Tax Return
- Parent's 2009 W-2(s)
- Signed Verification Worksheet
  - Sections A, B, C, D, E, and F must be filled out

***NOTE: If you or your parents are not required to file a tax return, you must submit the verification worksheet and W-2's, if applicable. All other tax forms, schedules, and state taxes are NOT required. Please do not turn them in to Central Financial Aid.***



# 2010-2011 Verification Worksheet Federal Student Aid Programs



Your application was selected for review in a process called "Verification." The Central Financial Aid office will be comparing information from your FAFSA with signed copies of you and your parents' 2009 Federal tax forms and 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 the Central Financial Aid office as soon as possible, so that your financial aid will not be delayed. If you have questions, please call us at 757-352-4125.

**What you should do:**

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.)
2. Contact the Central Financial Aid office if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your financial aid counselor may need.
5. Your financial aid counselor will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. You may need to make corrections electronically or by using your SAR.

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

**A. Student Information**

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Last Name	First Name	M.I.	Social Security Number
Street Address (include Apt #)			Date of Birth
City	State	Zip Code	Phone Number (including Area code)

**B. Family Information**

Include the name of the college for any household member who will be attending college at least half-time between July 1, 2010 and June 30, 2011, and will be enrolled in a degree, diploma, or certificate program. Attach a separate page, if you need extra space.

**List all the people in your parent's household, which include:**

- Yourself and your parent(s) (include stepparent), even if you do not live with your parents; and
- Parents' other children, even include those not living with your parent(s) but:
  - Your parent(s) will provide more than half of their support from July 1, 2010 through June 30, 2011, or
  - Your parent(s) will provide parental information when applying for Federal student aid;
- Any others living with your parents and your parents provide and will continue to provide more than half of their support from July 1, 2010 through June 30, 2011.

Full Name	Relationship	Age	College Student?	If Applicable, which College? (include the city and state)
<i>Example: Martha Jones</i>	<i>Mother</i>	<i>38</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>City University, Anytown, Anystate</i>
	<i>Self</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**C. Federal Benefits Program**

In 2008 or 2009, did you or anyone in our household receive benefits from any of the federal benefit programs listed? Check all that apply:

- Supplemental Security Income   
  Food stamps   
  Free or Reduced Price Lunch   
  TANF   
  WIC

\* If you do not have a copy, call the IRS at 1-800-829-1040. Follow the instructions until given the option to select a "Tax Return Transcript" then follow the instructions to complete the process.

### D. Tax Forms and Income Information

All tax filers must submit to us a **signed** copy of all 2009 Federal Income Tax returns with this worksheet, which includes the 2009 IRS Form 1040, 1040A, 1040EZ, a Tax Return Transcript, a tax return from Puerto Rico or a Foreign income tax return.

If you, the student, and/or your spouse, if you have one, filed a 2009 Federal Tax Return, go to Step E

- Check and complete: Signed tax return will be submitted to the school by \_\_\_\_\_ (date.)  
 You (student)    Your Parent (s)
- Check beside those people below who **did not** and **are not required to file a 2009 Federal Income Tax Return.**  
 You (student)    Your Parent (s)

Name of Employer	Name of Employee	Employee Amount Received

### E. FAFSA Worksheet Clarification

Both tax filers and non-tax filers must list any untaxed income received and income adjustments in 2009.

**If no funds were received or adjusted enter Zero.**

Student	CALENDAR YEAR 2009	Parent/Stepparent
<i>Additional Financial Information</i>		
\$	Child support you <b>paid</b> because of divorce or separation or as a result of a legal requirement. <b>Do not include</b> support for children in your (or your parents') household.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Earnings from Cooperative Education Program.	\$
<i>Untaxed Income</i>		
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H and S.	\$
\$	Child support <b>received</b> for all children. <b>Do not include</b> 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. <b>Don't include the value of on-base military housing or the value of a basic military allowance for housing.</b>	\$
\$	Veterans' non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.	\$
\$	Any other untaxed income and benefits not reported elsewhere, such as Workers' Compensation, disability etc. <b>Do not include</b> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act benefits, or benefits from flexible spending arrangements (e.g., cafeteria plans).	\$
\$	Money <b>received</b> or paid on your behalf (e.g., bills) not reported elsewhere on this form.	<b>XXX</b>

### F. Signature(s)

By signing this worksheet, I (we) affirm that all information on this form and any attachments are complete and accurate to the best of my (our) knowledge. If requested, I (we) agree to provide documentation to support the information I (we) have provided on this form. I (we) understand that any false statements or misrepresentations may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I (we) may be subject to a fine, imprisonment, or both under provisions of the United States Criminal Code.

Student's Signature

(Date)

Parent's Signature

(Date)

Submit to: Central Financial Aid, Regent University, 1000 Regent University Drive, Virginia Beach VA 23464

**Don't forget** to sign your tax forms. **Do not** mail this worksheet to the Department of Education