



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

## **REGENT UNIVERSITY VERIFICATION CHECKLIST**

### **FOR INDEPENDENT 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
  - Sections A, B, C, D, E, and F must be filled out

#### **SPOUSE (if applicable)**

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

***NOTE: If you or your spouse is 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

Independent



Your application was selected for review in a process called "Verification." Your financial aid counselor will be comparing information from your FAFSA with signed copies of your (and your spouse, if married) 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

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 the all people in your household, which include:

- Yourself and your spouse, if you have one; and
- Your children, if you will provide more than half of their support from July 1, 2010 through June 30, 2011, even if they do not live with you; and
- Others who live with you and you provide and will continue to provide more than half of their support from July 1, 2010 to 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	
			<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.

