



# Institutional Verification Form

## 2011-2012 ▪ *Dependent Student*

Your Federal Financial Aid Application was selected for review in a process called "Verification". This process is required to verify the information reported on your Free Application for Federal Student Aid (FAFSA). Read the instructions carefully and answer all questions. **DO NOT LEAVE ITEMS BLANK.** When complete, return this form, with all requested documents and signatures, to the address listed above. Print your name and MSU ID number in ink on all documents. **Please allow 4-6 weeks for processing.** If you have questions, contact the Office of Financial Aid Services.

### A. Student Information

Student Name: \_\_\_\_\_ MSU ID: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

### B. Family Information

List the people in your parent's household, including:

- yourself and your parent(s) or stepparent even if you do not live with them while attending college, **AND**
- your parent(s)' other children even if they don't live with your parent(s) if (a) your parent(s) will provide more than half of their support from July 1, 2011 through June 30, 2012, 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, 2011 through June 30, 2012.

Write the names of all household members, including yourself. 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, 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.

Full Name	Age	Date of Birth (MM-DD-YY)	Relationship to Student	College (must be enrolled at least half-time)
			SELF	

### C. Student's 2010 Federal Tax Forms and Income Information

**Check here if you filed a 2010 U.S. Income Tax Return (includes IRS form 1040, 1040A, 1040EZ, or foreign income tax return).** Attach a signed photocopy of the 2010 tax return **including all schedules and W-2 forms.** (If you cannot locate your forms you can request a tax transcript from the IRS at 800-829-1040.) **All income tax returns and other summary documentation must be signed and dated. Do not submit originals, as they will not be returned to you. Do not submit State Tax Returns.**

**Check here if you will not file, and are not required to file, a 2010 U.S. Income Tax Return.** If you did not file, list below your employer(s) and any income received in 2010: (Please provide W-2's for any income listed below.)

Employer(s) or other source of income: \_\_\_\_\_ Amount Student Earned in 2010:  
 \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

## D. Parent's 2010 Federal Tax Forms and Income Information

Parents' Current Marital Status (please check one): Single  Married/Remarried  Divorced  Separated  Widowed

Effective date of current marital status: \_\_\_\_\_

**Check here if your parent(s) filed a 2010 U.S. Income Tax Return (includes IRS form 1040, 1040A, 1040EZ, or foreign income tax return).** Attach a **signed photocopy** of the 2010 tax return including **all schedules and W-2 forms**. (If you cannot locate your forms you can request a tax transcript from the IRS at 800-829-1040.) **All income tax returns and other summary documentation must be signed and dated. Do not submit originals, as they will not be returned to you. Do not submit State Tax Returns.**

**Check here if your parent(s) will not file and are not required to file a 2010 U.S. Income Tax Return.** If your parent(s) did not file, list below your parent(s) employer(s) and any income received in 2010:

Employer(s) or other source of income: \_\_\_\_\_

Amount Parent Earned in 2010:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

## E. Student and Parent's 2010 Untaxed Income and Benefits

Did you or your parent(s) receive any untaxed income in 2010 from the following sources? If the answer is no, or the question does not apply, enter "0". **DO NOT LEAVE ANY ITEMS BLANK.**

	STUDENT	PARENT(S)
1. Child support <b>received</b> for you or other dependent children?	\$ _____/yr	\$ _____/yr
2. Housing, food or other living allowance for military, clergy or others? (Do not include value of on-base military housing or basic military allowance for housing.)	\$ _____/yr	\$ _____/yr
3. Veteran's non-educational benefits?	\$ _____/yr	\$ _____/yr
4. Disability or workers compensation benefits? (Do not include SSI, Social Security benefits, or welfare payments.)	\$ _____/yr	\$ _____/yr
5. Money received, or paid on your behalf (e.g., bills) not reported as taxable income on your, or your parent's, 2010 federal tax return(s):	\$ _____/yr	\$ _____/yr
6. Check all that apply: Food stamps <input type="checkbox"/> SSI <input type="checkbox"/> TANF <input type="checkbox"/> WIC <input type="checkbox"/> Dislocated worker <input type="checkbox"/> Free or reduced lunch <input type="checkbox"/>		

Note: If you or your parent(s) are required to file IRS form 1040, and you did not answer the asset questions 40-42 and 88-90 on the FAFSA, you need to submit the Dependent Asset Information Form for both the student and the parent(s). You can print the Asset Form from our Website.

## F. Student and Parent's 2010 Income Adjustments

Enter the total amounts that apply to you or your parent(s) for 2010. If the answer is zero or the question does not apply, enter "0". **DO NOT LEAVE ANY ITEMS BLANK.**

	STUDENT	PARENT(S)
1. Child support you, or your parent(s), <b>paid</b> because of divorce or separation. List name(s) of child(ren) for whom support was paid: _____ _____	\$ _____/yr	\$ _____/yr
2. Earnings from need-based federal or state Work Study programs <b>reported on your or your parent(s) 2010 federal tax returns</b> : List school(s) Work Study was earned from: _____	\$ _____/yr	\$ _____/yr
3. Grants, scholarships, and AmeriCorps benefits <b>reported on your or your parent's 2010 federal tax return(s)</b> . List only the scholarships and grants reported, and the amount: _____	\$ _____/yr	\$ _____/yr
4. Combat Pay <b>reported on your or your parent(s), 2010 federal tax return(s)</b> :	\$ _____/yr	\$ _____/yr
5. Earnings from work under a cooperative education program offered by a college:	\$ _____/yr	\$ _____/yr

## G. Certification and Signatures

**You (the student) and your parent must sign this form in ink.** A printed name will not be accepted. Each person signing this form is certifying that all the information reported to qualify for Federal Student Aid is complete and correct and that s/he will provide all the requested documents.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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